

City of OVILLE City Council

Rachel Huber, Place One

Larry Stevenson, Place Two

David Griffin, Place Three, Mayor Pro Tem

Richard Dormier, Mayor

Doug Hunt, Place Four

Michael Myers, Place Five

Dennis Burn, City Manager

NOTICE OF CITY COUNCIL BRIEFING SESSION

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, February 13, 2017

6:00 P.M.

Council Chamber Room

AGENDA

- I. CALL TO ORDER
- II. CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.
- III. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the February 13, 2017 Briefing Session Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofvilla.org, on the 10th day of February 2017 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.




Pamela Woodall, City Secretary

DATE OF POSTING: 2-10-2017 TIME: 12:30 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

This facility is ADA compliant. If you plan to attend this public meeting and have a disability that requires special arrangements, please call 972-617-7262 at least 48 hours in advance. Reasonable accommodation will be made to assist your needs. PLEASE SILENCE ALL PAGERS, CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.

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105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, February 13, 2017

6:30 P.M.

Council Chamber Room

AGENDA

NOTICE is hereby given of a **Regular Meeting** of the City Council of the City of Ovilla, to be held on **Monday, February 13, 2017** at **6:30 P.M.** in the Ovilla Municipal Building, Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items:

I. CALL TO ORDER

- Invocation
- Pledge of Allegiance

II. COMMENTS, PRESENTATIONS & REPORTS

- Proclamations to be read by Mayor Dormier:
 1. African American Month

- **Citizen Comments**

The City Council welcomes comments from Citizens. Those wishing to speak must sign in before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers under citizen's comments must observe a three-minute time limit. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.

- **Department Activity Reports / Discussion**

• Police Department	Police Chief B. Windham
o Monthly Report	
• Fire Department	Fire Chief B. Kennedy
o Monthly Report	
• Public Works	Public Works Director B. Piland
o Monthly Report /Water loss report	
1. Monthly Park Maintenance Reports	
• Finance Department	Accountant L. Harding
o December 2016 Financials	
o Bank Balances through February 09, 2017	
• Administration	City Manager D. Burn
o City Manager Reports	
o Monthly Municipal Court Report	City Secretary P. Woodall
o Monthly Code/Animal Control Reports	Code/AC Officer M. Dooly
1. Monthly activity reports	

III. CONSENT AGENDA

The following items may be acted upon in one motion. No separate discussion or action is necessary unless requested by a Council Member, in which event those items will be pulled from the consent agenda for individual consideration on the regular agenda during this meeting.

- C1. December 2016 Financial Transactions over \$5,000
- C2. Investment Report for quarter ending December 31, 2016
- C3. Committed Fund Balance Report for quarter ending December 31, 2016
- C4. Briefing Session and Minutes of the January 09, 2017 Regular Council Meeting

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IV. PUBLIC HEARING

Council will receive presentation, recommendation and public comments on approving Land Use Assumptions and Capital Improvements Plan for the City's updated Water and Wastewater Impact Fee Service Area, based on a recommendation from the Capital Improvement and Impact Fee Advisory Committee.

V. REGULAR AGENDA

- ITEM 1.** *DISCUSSION/ACTION* – Consideration of and Action on Resolution R2017-02 of the City of Ovilla, Texas, approving the Land Use Assumptions and Capital Improvements Plan for the City's proposed Water and Wastewater Impact Fee Service Area; based on recommendation from the Capital Improvement and Impact Fee Advisory Committee and declaring an effective date.
- ITEM 2.** *DISCUSSION/ACTION* – Consideration of and Action on Resolution R2017-03 accepting the Annual Financial Audit Report for the year ended September 30, 2016, prepared by Yeldell, Wilson, Wood and Reeve, P.C.
- ITEM 3.** *DISCUSSION/ACTION* – Consideration of and Action to review and approve the placement site of the Heritage Park Restroom Facility.
- ITEM 4.** *DISCUSSION* – Discuss and consider the designation of the Ovilla Police Station as a safe zone.
- ITEM 5.** *DISCUSSION/ACTION* – Consideration of and Action on Resolution R2017-04 enacting a City of Ovilla Citizens on Patrol Program and adopting an operating procedure for the program.
- ITEM 6.** *DISCUSSION/ACTION* – Consideration of and Action on a draft Road Maintenance and Operations Manual and direct staff as necessary.
- ITEM 7.** *DISCUSSION/ACTION* – Consideration of and Action on to direct staff as necessary for continued research of a plan for the use and installation of Smart Water Meters.
- ITEM 8.** *DISCUSSION/ACTION* – Consideration of and Action on Resolution R2017-05 of the City of Ovilla, Texas, for and on behalf of the City of Ovilla, Texas an Agreement Letter, by and between the City of Ovilla and Lee Engineering, LLC for the preparation of a Rough Proportionality Study for Hidden Valley Residential Development, authorizing the Mayor to execute said document.
- ITEM 9.** *DISCUSSION/ACTION* – Consideration of and Action on the status of the Municipal Services Advisory Committee (MSAC) and the need for additional members.
- ITEM 10.** *DISCUSSION/ACTION* – Consideration of and Action on establishing and setting the annual Clean-Up date for the City of Ovilla.
- ITEM 11.** *DISCUSSION* – Discussion and review of City Code of Ethics and Procedures on Hearing Ethics Complaints.
- ITEM 12.** *DISCUSSION/ACTION* – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

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VI. EXECUTIVE SESSION

The City Council of the City of Ovilla, Texas, reserves the right to meet in a closed session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).

ITEM 13. DISCUSSION/ACTION – Closed session called pursuant to § 551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property.

VII. REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF

VIII. ADJOURNMENT

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Pamela Woodall, City Secretary

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Proclamation

Whereas, each February we pause to reflect on the contributions of African Americans to our national identity, noting that history is one of the struggles for the recognition of each person's humanity as well as an influence on the broader American culture; and

Whereas, for generations, African Americans have embodied the shared progress of our Nation. Through toil and struggle and with courageous actions that have broken barriers, they have made America a better place to live and work for everybody. The strength and determination of African American men and women remind us that our Nation brims with people whose contributions continue to make it stronger and better.

Whereas, this year, African American History Month calls upon us to reflect on the crucial role of education in the history of African Americans. It reminds us of the importance of teaching and reflecting upon the many roles African Americans have played in building this Nation and driving it forward. This year's theme also calls upon us to rededicate ourselves to the work of ensuring that all children in this Nation have access to quality educational opportunities that give them the skills, experiences, relationships, and credentials that can empower them.

Whereas, as we journey toward a stronger, more united Nation, let us use this commemoration of African American History Month to serve as a reminder of the need for meaningful dialogue and shared commitment to collective action that uplifts and empowers, as well as the strength, ingenuity, and perseverance required of us in the years to come.

Now therefore, I, Richard Dormier, by the power vested in me by the State of Texas, Dallas and Ellis Counties, and Mayor of the City of Ovilla and on behalf of the City Council, do hereby proclaim the month of February, 2017 as:

AFRICAN AMERICAN HISTORY MONTH

I call upon public officials, educators, librarians, and all the people of the United States to observe this month with appropriate programs, ceremonies, and activities.

In Official Recognition Whereof, I have set my hand and caused the seal of the City of Ovilla, Texas to be affixed this 13th day of February, 2017.

Richard Dormier, Mayor

OVILLA POLICE DEPARTMENT
 105 S Cockrell Hill Rd
 Ovilla, TX 75154
 (972) 617-7262

To: Mayor Richard Dormier
 Ovilla City Council
 Dennis Burn City Manager

Subject: Police Department Monthly Activity Report

Calls For Service	JAN 2017	JAN 2017 YTD	JAN 2016	JAN 2016 YTD
Accident	5	5	5	5
Alarms	13	13	22	22
Arrest	7	7	3	3
Assault	2	2	0	0
Assists: Agency/Unit:56 EMS/Fire:4 Motorist:6	66	66	24	24
Building / House Security Check	1241	1241	1382	1382
Burglary	0	0	0	0
Burglary of Motor Vehicle	0	0	0	0
Criminal Mischief	0	0	0	0
Disturbance	8	8	3	3
Neighborhood Check	1656	1656	1528	1528
Other Calls for Service	27	27	94	94
Suspicious Person	8	8	9	9
Suspicious Vehicle	27	27	6	6
Theft	0	0	0	0
Traffic Assignment	120	120	40	40
TOTAL CALLS FOR SERVICE	3180	3180	3116	3116

Reserve Officer Hours	0	0	23	23
Average Response Time (Minutes)	5.13	5.13	5.33	5.33
Traffic Stop (Warnings)	169	169	78	78
Traffic Stop (Citations)	88	88	96	96
Total Citations & Warnings Combined	257	257	174	174
PERCENT OF STOPS RECEIVING CITATIONS	34.2	34.2	55.2	55.2

		OVILLA PD VEHICLE MILEAGE					
		January-17		February-17		March-17	
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
103	139688	139982	294	103	294	0	0
104	100371	103033	2662	104	2662	0	0
105	86822	87737	915	105	915	0	0
116	18218	20173	1955	116	1955	0	0
117	500	2506	2006	117	2006	0	0
216	3267	4056	789	216	789	0	0
		April-17					
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
103	0	103	0	103	0	0	0
104	0	104	0	104	0	0	0
105	0	105	0	105	0	0	0
116	0	116	0	116	0	0	0
117	0	117	0	117	0	0	0
216	0	216	0	216	0	0	0
		May-17				June-17	
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
103	0	103	0	103	0	0	0
104	0	104	0	104	0	0	0
105	0	105	0	105	0	0	0
116	0	116	0	116	0	0	0
117	0	117	0	117	0	0	0
216	0	216	0	216	0	0	0
		July-17				August-17	
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
103	0	103	0	103	0	0	0
104	0	104	0	104	0	0	0
105	0	105	0	105	0	0	0
116	0	116	0	116	0	0	0
117	0	117	0	117	0	0	0
216	0	216	0	216	0	0	0
		September-17				October-17	
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
103	0	103	0	103	0	0	0
104	0	104	0	104	0	0	0
105	0	105	0	105	0	0	0
116	0	116	0	116	0	0	0
117	0	117	0	117	0	0	0
216	0	216	0	216	0	0	0

OVILLA FIRE DEPARTMENT



MONTHLY REPORT

OVILLA FIRE DEPARTMENT

City of Ovilla Calls for Service	2016 Totals	2017 Totals
Fire 7		Fire 5
EMS 17	24	EMS 21
		26
ESD #2 Calls for Service		
Fire 5		Fire 7
EMS 5	10	EMS 17
		24
ESD #4 Calls for Service		
Fire 3		Fire 3
EMS 5	8	EMS 4
		7
Mutual Aid Provided		
Fire 8		Fire 4
EMS 1	9	EMS 0
		4
Total Calls For Service / Month	51	61
Total Calls For Service / YTD	51	61

		Time from Notify to Time On Scene		Reaction Times	
		<u>December</u>	<u>January</u>	<u>December</u>	<u>January</u>
Average Response Times for City of Ovilla		5:41	5:41		
				E-701	2:09
Average Response Times for ESD # 2		8:11	7:38		2:06
Average Response Times for ESD # 4		8:01	7:34		

<u>FLEET REPORT</u>					
<u>Year</u>	<u>Unit #</u>	<u>Beginning Mileage</u>	<u>Ending Mileage</u>	<u>Total</u>	<u>Maintenance</u>
2016	E701	2,929	3,260	331	\$ -
1998	XE701	113,541	113,541	0	\$ -
2003	E702	25,346	25,423	77	\$ 56.94
2001	B701	54,815	54,963	148	\$ 452.94
2011	B702	2,441	2,949	508	\$ 2,538.90
2005	R755	16,277	16,292	15	\$ 522.25
2007	C702	90,020	90,506	486	\$ -
2016	C701	5,712	7,502	1790	\$ -

MONTHLY REPORT JANUARY 2017

OVILLA FIRE DEPARTMENT

STAFFING REPORT

- 7 days a week we have 3 - 24 hour position (0800 - 0800)
- These positions were **100%** filled this month

- 7 nights a week we have 1 - 12 hour volunteer shift (2000 - 0800)
- 2 days on the weekend we have 1 - 12 hour shift that is covered by volunteers (0800 - 2000)
- **34 / 40** Volunteer shifts were covered and these 34 shifts there were 4 personnel on the Engine
- **6 / 9** weekend day shifts were worked by a volunteer

- All Shifts in **January** were **100%** covered with 3 minimum

From the Deputy Chief / Fire Marshal

1 - Foster Home Inspections
1 - Inspections
CQ Reports

Fire Department News For the Month

1. C-701 responded to 11 calls and was available for 43 calls.
2. C-702 responded to 7 calls and was available for 43 calls.
3. Attended Monthly ESD #2 and ESD #4 Meeting
4. Hired 1 Firefighter Paramedic, Jarred McClung and 1 Firefighter EMT-Basic, Stanley Haggerty
5. Sold E-703 and Sold S-701
6. Current staffing, 2-Chiefs, 4-Captains, 23-Part Time Firefighter EMT-P, 9-Part Time Firefighter EMT-B, 11-Volunteer Firefighters, Total F.D. Staff = 49

Grant Report

- Received \$5,750.00 from Texas A&M Forest Service for Fire Department Insurance Program
- Still waiting to hear about AFG SCBA Grant Award, maybe sometime in March

OVILLA FIRE DEPARTMENT

TRAINING ACTIVITY



MONTHLY REPORT JANUARY 2017

OVILLA FIRE DEPARTMENT

PUBLIC EDUCATION



MONTHLY REPORT JANUARY 2017



Date: January

TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for January

64 Work Orders completed for January

Purchased water from DWU 9,774000 gal / Billed to customers 8,041000 gal/ difference of 1,732100 gal

- Sewer Lift Station Repairs-
 - Pulled pump 1 at Highland Meadows Lift Station
 - Removed pumps 1 & 2 from Cumberland: removed debris and replaced
 - Pulled pump 1 and removed debris at Heritage
- Read water meters, serviced disconnects and reconnects
- Replaced meters
 - 629 Williams - new service tap
 - E Main St
- Street Repairs: Shadowwood, Oakwood, Bryson, Johnson Lane
- Install new signs: Johnson Lane, Water Street, Red Oak Creek, Williams
- Repaired and replaced signs as needed
- Updated marquee as needed
- Daily water maintenance residual and pressure tests
- Located water and sewer lines along 664
- Tree and grass maintenance:
 - Heritage Park
 - Silver Spur Park
 - Baseball fields and Cindy Jones Park
 - Assist Code Enforcement with mowing properties
- Removed Christmas decorations from town
- Repaired altitude valve at Pump station
- Replaced fire hydrant Shadowwood
- Serviced PD Units

****Flushed Hydrants**

- Collected water samples for TCEQ reporting
- Water Maintenance – routine flushing mains and hydrant
- Meter Box repairs and replace lids as needed

****Watered plants at City Hall and park**

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

Surfacing (§2.4)

- Adequate protective surfacing under and around the equipment.
- Install/replace surfacing
- Surfacing materials have not deteriorated.
 - Replace surfacing
 - Other maintenance: _____
- Loose-fill surfacing materials have no foreign objects or debris.
 - Remove trash and debris
- Loose-fill surfacing materials are not compacted.
 - Rake and fluff surfacing
- Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
 - Rake and fluff surfacing

Drainage (§2.4)

- The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
 - Improve drainage
 - Other maintenance: _____

General Hazards

- There are no sharp points, corners or edges on the equipment (§3.4).
- There are no missing or damaged protective caps or plugs (§3.4).
- There are no hazardous protrusions (§3.2 and Appendix B).
- There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
- There are no crush and shearing points on exposed moving parts (§3.1).
- There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

NOTES:

DATE OF INSPECTION:

1-3-17.

Security of Hardware (§2.5)

- There are no loose fastening devices or worn connections.
 - Replace fasteners
 - Other maintenance: _____
- Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
 - Replace part
 - Other maintenance: _____

Durability of Equipment (§2.5)

- There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).
- There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
- There are no damaged fences, benches, or signs on the playground.
- All equipment is securely anchored.

Leaded Paint (§2.5.4)

- Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.
- There are no areas of visible leaded paint chips or accumulation of lead dust.
 - Mitigate lead paint hazards

General Upkeep of Playgrounds (§4)

- There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.
 - Remove string or rope
 - Correct other modification
- The entire playground is free from debris or litter such as tree branches, soda cans, bottles, glass, etc.
 - Clean playground
- There are no missing trash receptacles.
 - Replace trash receptacle
- Trash receptacles are not full.
 - Empty trash

INSPECTION BY:

JL

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INSPECTION BY:

JC



DATE: February 13, 2017

TO: Honorable Mayor and Council Members
Dennis Burn, City Manager

FROM: Linda Harding, City Accountant

SUBJECT: Accounting Department Report

December Financial Reports Submitted.

Messages:

The Texas Municipal League Insurance Risk Pool has sent an endorsement which will increase the cost of vehicle insurance \$3,394, due to fire truck and additional Police vehicle. The endorsement was not received in time to be added to the budget that was approved on September 12, 2016, and has been placed on the list for mid-year changes.

As in previous years, the department directors are making great improvements in their departments. Budget revisions are being submitted and will not impact approved departmental budgets, but to assure that no single line item within a department will be overbudget.

FY 2016-2017 short list of budget objectives:

Posted advertisement for utility billing clerk

Police and Fire Department radios have been received and will be active in a few months.

Police Department has received patrol laptops and a desktop.

Fire Department has received command vehicle

Public works truck has been ordered

Lariat Trail Improvements have been completed

Water Street Improvements have been completed

Concrete repairs in some locations have been completed

Heritage Park restrooms have been ordered

Plumbing upgrades in city hall and baseball concessions stand have been completed

Fire Department has increased staff

New Police Department patrol vehicle has been received

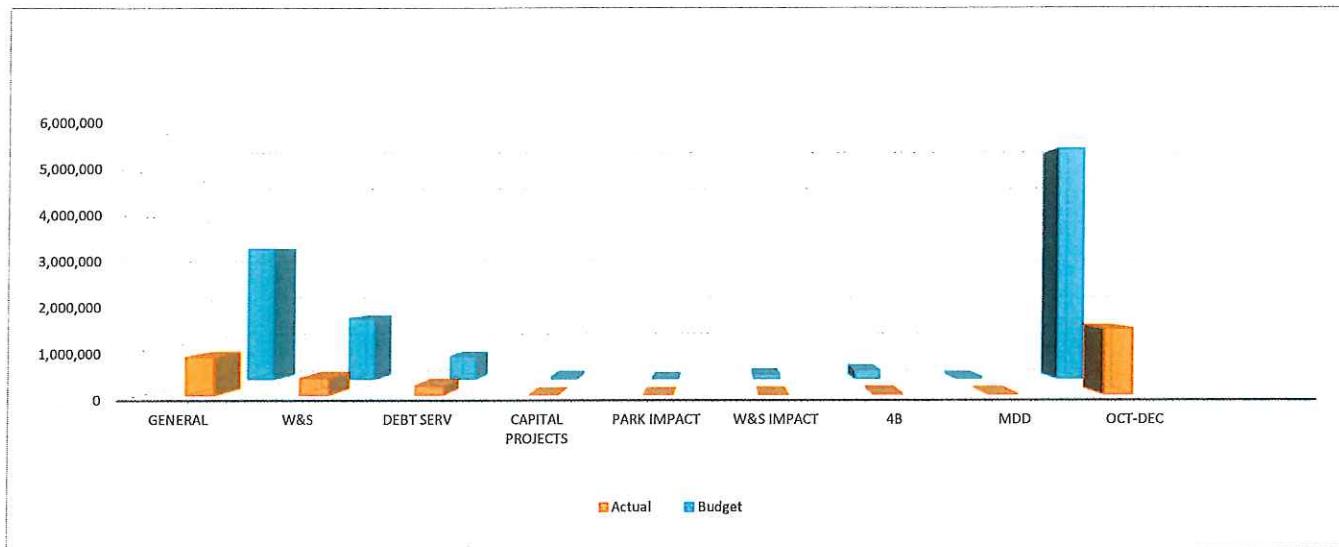
Included with this memo are budget vs actual graph representations of the financial reports.

The auditing services are provided by Yeldell, Wilson and Co., P.C. are contracted for year-end 2015 and year-end 2016, with three (3) one-year optional extensions for the fiscal years ending through September 2019.

Department duties:

Council reports, A/P, P/R, A/R, EOM reports, various accounting obligations, and completed instructions given by City Manager. Examining the various funds, ordinances, resolutions, accounting files, filed required reports for state and federal.

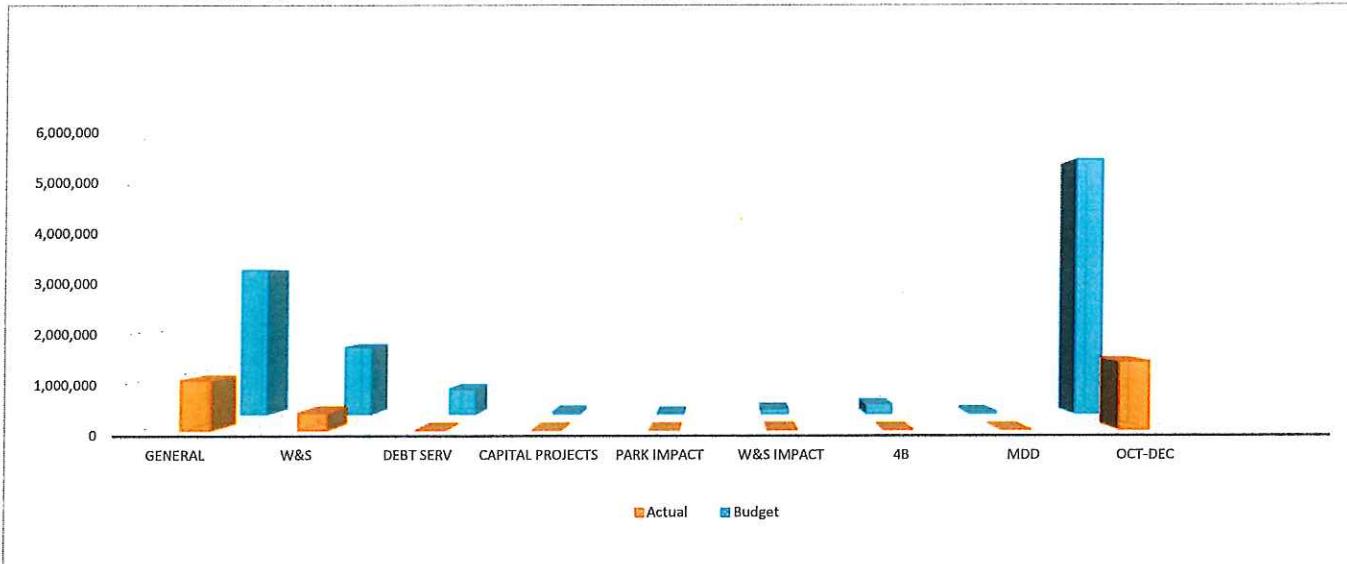
CITY OF OVILLA REVENUE FY 2016-2017



City of Ovilla Revenue

FUNDS	General	W&S	Debt Serv	Capital Projects	Park Impact	W&S Impact	4B	MDD	Oct-Dec
Actual	853,214	373,192	203,228	67	2,052	7,781	24,505	11,982	1,476,021
Budget	3,312,825	1,538,005	571,025	50,261	13,523	109,330	214,647	41,991	5,851,607
Over / (Under) Budget	(2,459,611)	(1,164,813)	(367,797)	(50,194)	(11,471)	(101,549)	(190,142)	(30,009)	(4,375,586)

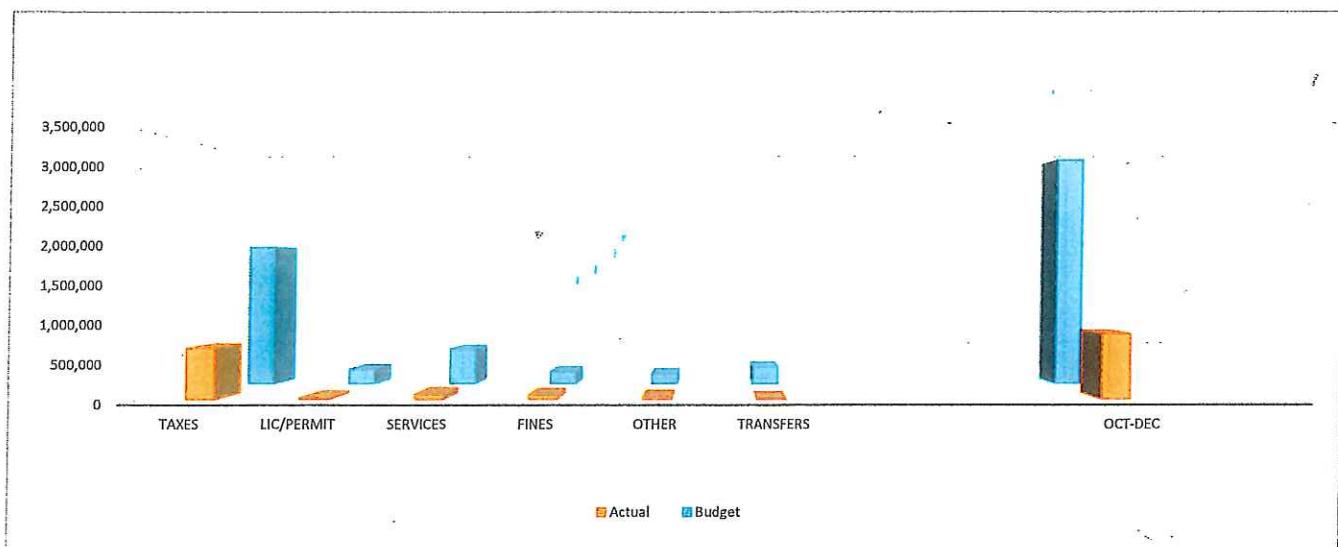
CITY OF OVILLA EXPENSE FY 2016-2017



City of Ovilla Expense

FUNDS	General	W&S	Debt Serv	Capital Projects	Park Impact	W&S Impact	4B	MDD	Oct-Dec
Actual	1,027,240	354,862	0	0	0	16,549	2,262	1,762	1,402,675
Budget	3,312,825	1,538,005	571,025	50,261	13,523	109,330	214,647	41,991	5,851,607
Over / (Under) Budget	(2,285,585)	(1,183,143)	(571,025)	(50,261)	(13,523)	(92,781)	(212,385)	(40,229)	(4,448,932)

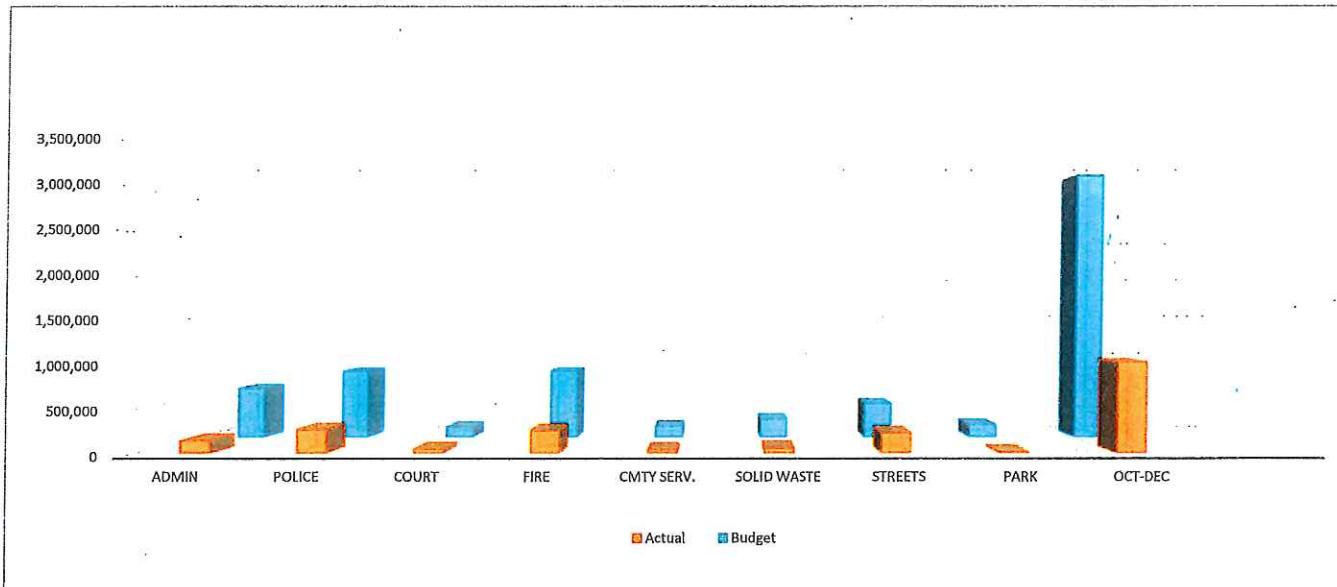
GENERAL FUND REVENUE FY 2016-2017



General Fund Revenue

	Taxes	Lic/Permit	Services	Fines	Other	Transfers	Oct-Dec
Actual	670,181	19,953	65,453	55,025	33,657	8,947	853,216
Budget	2,023,436	212,068	508,728	177,625	145,180	245,788	3,312,825
Over / (Under) Budget	(1,353,255)	(192,115)	(443,275)	(122,600)	(111,523)	(236,841)	(2,459,609)

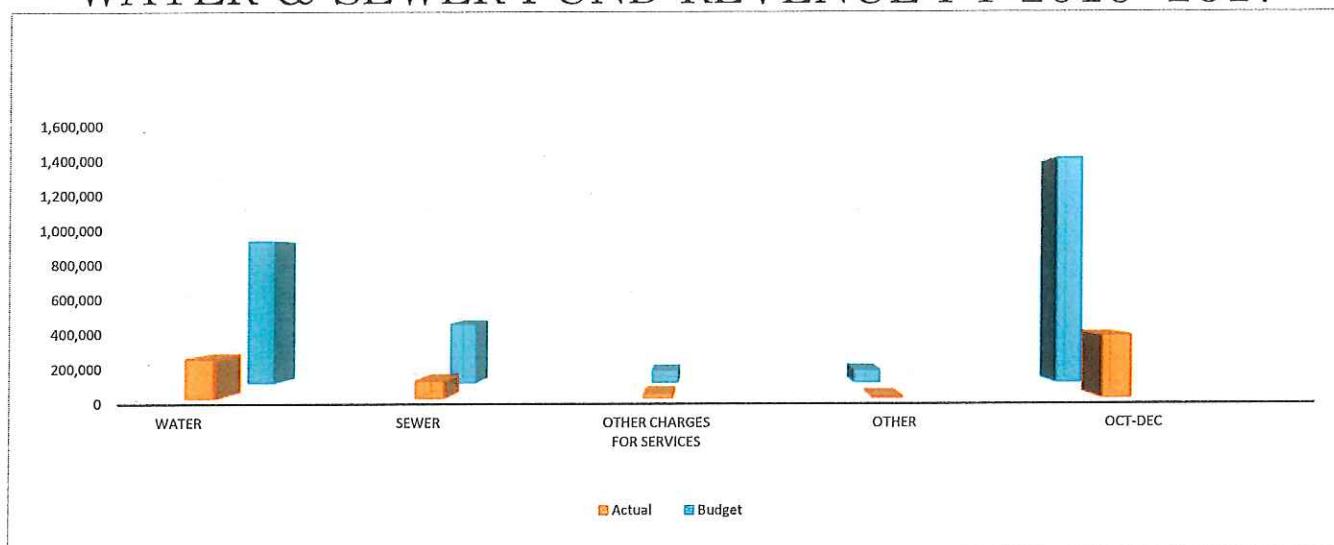
GENERAL FUND EXPENSE FY 2016-2017



General Fund Expense

	Admin	Police	Court	Fire	CMTY Serv.	Solid Waste	Streets	Park	Oct-Dec
Actual	141,270	267,328	41,893	253,932	34,422	54,028	227,136	7,231	1,027,240
Budget	614,526	827,010	116,460	831,318	132,174	221,676	419,538	150,123	3,312,825
Over / (Under) Budget	(473,256)	(559,682)	(74,567)	(577,386)	(97,752)	(167,648)	(192,402)	(142,892)	(2,285,585)

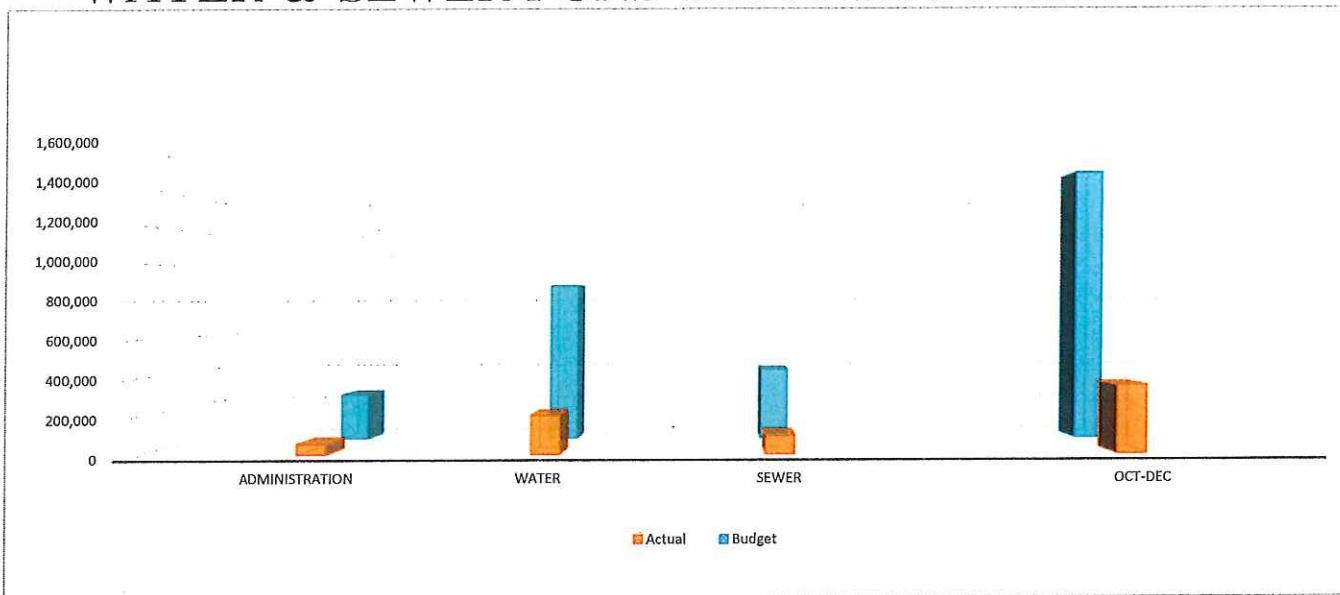
WATER & SEWER FUND REVENUE FY 2016-2017



Water & Sewer Revenue

	Water	Sewer	Other Charges for Services	Other	Oct-Dec
Actual	234,708	103,534	25,577	9,374	373,193
Budget	959,305	396,500	81,850	84,150	1,521,805
Over / (Under) Budget	(724,597)	(292,966)	(56,273)	(74,776)	(1,148,612)

WATER & SEWER FUND EXPENSE FY 2016-2017



Water & Sewer Fund Expense

	Administration	Water	Sewer	Oct-Dec
Actual	54,821	202,986	97,055	354,862
Budget	254,530	884,886	398,589	1,538,005
Over / (Under) Budget	(199,709)	(681,900)	(301,534)	(1,183,143)



DATE: February 13, 2017

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Financial Statements Through December 2016

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current		Year to Date		\$ Over (Under)	% of Budget
	December 2016		'Oct - Dec 2016		Budget	Thru December
					Budget	25%
Revenues						
4000100 · Taxes						
4000105 · Ad Valorem, Current	468,457		593,056	1,541,553	(948,497)	38%
4000106 · Ad Valorem, New & improvements	0		0	77,331	(77,331)	0%
4000110 · Ad Valorem, Delinquent	77		2,172	8,116	(5,944)	27%
4000113 · Interest/Penalties - Prop Tax	21		992	7,540	(6,548)	13%
4000120 · Sales Tax	13,702		48,077	191,118	(143,041)	25%
4000125 · Sales Tax - Street Improvement	3,426		12,019	47,778	(35,759)	25%
4000130 · Franchise Tax	4,260		13,864	150,000	(136,136)	9%
Total 4000100 · Taxes	489,943		670,181	2,023,436	(1,353,255)	33%
4000200 · Licenses and Permits						
4000210 · Residential Building Permits	2,374		12,360	150,100	(137,740)	8%
4000214 · Misc Building Permits	867		3,363	16,000	(12,637)	21%
4000230 · Plan Review Fee	475		2,501	35,750	(33,249)	7%
4000260 · Alarm Permits	160		550	2,604	(2,054)	21%
4000270 · Animal Tag Fees	252		408	3,706	(3,298)	11%
4000272 · Impound Fees	115		475	2,751	(2,276)	17%
4000290 · Misc Licenses and Permits	10		295	1,157	(862)	25%
Total 4000200 · Licenses and Permits	4,253		19,953	212,068	(192,115)	9%
4000400 · Charges for Services						
4000325 · ESD #2	0		0	190,000	(190,000)	0%
4000330 · ESD #4	0		0	55,628	(55,628)	0%
4000411 · Copies and Maps	3		4	100	(96)	4%
4000415 · Police Reports	6		12	150	(138)	8%
4000420 · Park Lights	0		0	1,000	(1,000)	0%
4000440 · Oak Leaf Animal Control	0		335	2,100	(1,765)	16%
4000450 · Subdivision Fees	0		0	6,400	(6,400)	0%
4000480 · Solid Waste (Garbage)	20,558		64,346	247,600	(183,254)	26%
4000485 · 50/50 Sidewalk Program	0		0	1,250	(1,250)	0%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget	
				Thru December	
	December 2016	'Oct - Dec 2016	Budget	Budget	25%
4000490 · Misc Charges for Services	253	756	4,500	(3,744)	17%
Total 4000400 · Charges for Services	20,820	65,453	508,728	(443,275)	13%
4000500 · Fines and Forfeitures					
4000535 · Omni Warrant Revenue	149	455	2,304	(1,849)	20%
4000510 · Fines - Police	20,752	50,918	160,000	(109,082)	32%
4000520 · Fines - Animal Control	0	0	456	(456)	0%
4000525 · Fines - Code Enforcement	0	1,596	8,949	(7,353)	18%
4000550 · Municipal Court Technology	446	1,111	3,375	(2,264)	33%
4000551 · Municipal Court Security	335	833	2,531	(1,698)	33%
4000590 · Misc Fines and Forfeitures	2	111	10	101	1,110%
Total 4000500 · Fines and Forfeitures	21,684	55,025	177,625	(122,600)	31%
4000800 · Other Revenue					
4000810 · Heritage Day	0	5,006	19,000	(13,994)	26%
4000818 · Lease Proceeds	0	0	1,165	(1,165)	0%
4000820 · Water Tower Lease	5,810	19,639	107,000	(87,361)	18%
4000840 · Interest Earned	389	1,533	6,000	(4,467)	26%
4000860 · Grant Proceeds	0	1,075	0	1,075	100%
4000885 · Proceeds from Sale of Assets	0	5,500	7,500	(2,000)	73%
4000887 · HOA Revenue	0	0	1,015	(1,015)	0%
4000890 · Misc Other Revenue	891	903	3,500	(2,597)	26%
Total 4000800 · Other Revenue	7,089	33,657	145,180	(111,523)	23%
4000900 · Transfers In					
4000925 · Admin.Rev. received from 4B-EDC	625	625	2,500	(1,875)	25%
4000926 · 4B-EDC Revenue: Restroom	0	0	75,000	(75,000)	0%
4000927 · 4B-EDC Revenue: Monument Signs	0	0	30,000	(30,000)	0%
4000928 · 4B-EDC Revenue: Consultant	0	0	10,000	(10,000)	0%
4000930 · Admin. Rev. Rec. From W&S Fund	8,197	8,197	32,788	(24,591)	25%
4000940 · Admin.Rev. Rec. from MDD Fund	125	125	500	(375)	25%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget	
				Thru December	
	December 2016	'Oct - Dec 2016	Budget	Budget	25%
4000990 · Reduction in Fund Balance	0	0	95,000	(95,000)	0%
Total 4000900 · Transfers In	8,947	8,947	245,788	(236,841)	4%
Total Revenues	552,736	853,214	3,312,825	(2,459,611)	26%
Gross Resources	552,736	853,214	3,312,825	(2,459,611)	26%
Expenditures					
10 · Administration					
5101100 · Salaries & Wages					
5101110 · City Administrator	4,366	18,337	66,126	(47,789)	28%
5101115 · City Secretary	2,837	11,913	40,973	(29,060)	29%
5101117 · City Accountant	2,522	10,591	38,192	(27,601)	28%
5101120 · Admin. Support	1,733	7,279	22,978	(15,699)	32%
5101170 - Salary Increase	0	0	5,265	(5,265)	0%
5101180 · Merit Raises, Staff	0	0	5,207	(5,207)	0%
Total 5101100 · Salaries & Wages	11,457	48,120	178,741	(130,621)	27%
5101400 · Support Staff					
5101490 · Overtime	0	0	350	(350)	0%
Total 5101400 · Support Staff	0	0	350	(350)	0%
5102100 · Employee Benefits					
5102110 · Group Insurance	2,417	7,519	29,461	(21,942)	26%
5102135 · TMRS	2,447	5,710	22,694	(16,984)	25%
5102160 · Worker's Compensation	0	151	606	(455)	25%
5102170 · Payroll Taxes	378	881	3,456	(2,575)	25%
5102180 · Unemployment Taxes	0	0	1,000	(1,000)	0%
5102196 · Indiv. Membership Dues	285	525	750	(225)	70%
Total 5102100 · Employee Benefits	5,527	14,787	57,967	(43,180)	26%
5102200 · Special Services					

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current		Year to Date		\$ Over	% of Budget	
					(Under)	Thru December	
	December	2016	'Oct - Dec	2016	Budget	Budget	25%
5102210 · Tax Assessing & Collecting Fees		0		0	1,570	(1,570)	0%
5102220 · Tax Appraisal Fee		3,905		4,093	16,003	(11,910)	26%
5102230 · Legal Fees		270		1,905	25,000	(23,095)	8%
5102240 · Audit		1,625		7,400	7,400	0	100%
5102250 · Accounting		375		375	1,000	(625)	38%
5102260 · Engineering Fees		382		2,786	6,000	(3,214)	46%
Total 5102200 · Special Services		6,557		16,559	56,973	(40,414)	29%
5102300 · Contractual Services							
5102310 · Consultant Fees		0		1,678	20,000	(18,322)	8%
5102325 - 4B-EDC Consulting		0		0	10,000	(10,000)	0%
Total 5102300 · Contractual Services		0		1,678	30,000	(28,322)	6%
5102500 · Operating Services							
5102530 · Custodial Service Contract		344		1,047	4,128	(3,081)	25%
5102540 · IT - Computer Maintenance		2,407		10,350	19,269	(8,919)	54%
Total 5102500 · Operating Services		2,751		11,397	23,397	(12,000)	49%
5102600 · Special Expenses							
5102610 · Election - Payroll		0		0	850	(850)	0%
5102620 · Election - Supplies		0		118	2,500	(2,383)	5%
5102630 · Election Meeting Expense		0		0	100	(100)	0%
5102650 · Codification Book Update		0		0	4,100	(4,100)	0%
Total 5102600 · Special Expenses		0		118	7,550	(7,433)	2%
5103100 · General Supplies							
5103110 · Office Supplies		554		1,779	8,000	(6,221)	22%
5103140 · Uniforms		0		119	250	(131)	48%
Total 5103100 · General Supplies		554		1,898	8,250	(6,352)	23%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over	% of Budget
	December 2016	'Oct - Dec 2016	(Under)	Thru December
		Budget	Budget	25%
5103400 · Maintenance Supplies / Parts				
5103410 · Supplies - Custodial	40	160	1,500	(1,340) 11%
5103440 · Maintenance Agreement Expense	0	0	400	(400) 0%
5103460 · Miscellaneous	0	188	400	(212) 47%
Total 5103400 · Maintenance Supplies / Parts	40	348	2,300	(1,952) 15%
5104200 · Travel Expenses				
5104210 · Travel - Local	0	0	500	(500) 0%
5104220 · Professional Development	0	20	5,500	(5,480) 0%
5104222 · Professional Develop - Council	0	975	1,200	(225) 81%
5104225 · City Council Meal Expense	12	170	1,400	(1,230) 12%
5104230 · Professional Develop - In-House	0	0	500	(500) 0%
Total 5104200 · Travel Expenses	12	1,165	9,100	(7,935) 13%
5105200 · Data Processing Expenses				
5105240 · Data Processing - Software	0	6,326	13,300	(6,974) 48%
Total 5105200 · Data Processing Expenses	0	6,326	13,300	(6,974) 48%
5105300 · Printing Expense				
5105310 · Copier Expense	-220	661	3,300	(2,639) 20%
5105320 · Printing - Newsletters	0	0	5,108	(5,108) 0%
5105330 · Printing - Forms	0	0	1,500	(1,500) 0%
Total 5105300 · Printing Expense	-220	661	9,908	(9,247) 7%
5105400 · Utilities				
5105410 · Telephone	115	332	1,404	(1,072) 24%
5105415 · Cellular Phone	118	358	1,464	(1,106) 24%
5105417 · Internet	106	307	2,409	(2,103) 13%
5105420 · Wireless Cards	38	114	912	(798) 12%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget	
				December 2016	'Oct - Dec 2016
					Budget
5105450 · Electricity		326	1,081	4,635	(3,554)
Total 5105400 · Utilities		704	2,192	10,824	(8,632)
5105500 · Repairs & Bldg Improvements					
5105520 · Repairs - Buildings		674	3,759	4,000	(241)
5105540 · Repairs - Machinery & Equipment		0	0	600	(600)
5105590 · Repairs - Other		135	2,170	2,200	(30)
Total 5105500 · Repairs & Bldg Improvements		809	5,929	6,800	(871)
5105600 · Insurance					
5105610 · Insurance - Property		0	295	1,182	(887)
5105620 · Insurance - Liability		0	169	678	(509)
5105630 · Insurance - Fidelity Bond		250	250	300	(50)
5105635 · Public Officials Surety Bonds		0	0	1,000	(1,000)
Total 5105600 · Insurance		250	715	3,160	(2,445)
5105700 · Other Expenses					
5105705 · Postage		325	1,330	6,756	(5,426)
5105710 · Cash - Over/Short		0	0	10	(10)
5105725 · Records Management Expense		0	1,060	3,600	(2,541)
5105730 · City - Memberships		1,091	1,491	2,500	(1,009)
5105740 · Legal Notices/Advertisement		213	774	9,000	(8,226)
5105752 · Employment Screening		46	126	200	(74)
5105753 · Solicitor Screening		0	0	200	(200)
5105756 · FM 664		0	23,928	24,000	(72)
5105760 · Bank Service Charge		0	10	100	(90)
5105764 · Filing Fees		0	0	250	(250)
5105765 · Miscellaneous		141	658	2,500	(1,842)
Total 5105700 · Other Expenses		1,817	29,377	49,116	(19,739)

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget	Thru December
			Budget	25%
5106400 · Minor Capital Outlay				
5106440 · Machinery & Equipment	0	0	1,000	(1,000) 0%
5106465 · Furniture	0	0	1,000	(1,000) 0%
Total 5106400 · Minor Capital Outlay	0	0	2,000	(2,000) 0%
5107400 - Capitalized Assets				
5107440 - Machinery & Equipment	0	0	52,400	(52,400) 0%
Total 5107400 - Capitalized Assets	0	0	52,400	(52,400) 0%
5109000 · Reserves				
5109001 - Reserve for Contingency	0	0	2,390	(2,390) 0%
5109015 - Reserve for FD & PD Radios	0	0	90,000	(90,000) 0%
Total 5109000 - Reserves	0	0	92,390	(92,390) 0
Total 10 · Administration	30,257	141,270	614,526	(473,256) 23%
20 · Police				
5201100 · Salaries & Wages				
5201120 · Police Chief	8,566	19,988	70,000	(50,012) 29%
5201143 · Command Staff	6,613	15,429	53,560	(38,131) 29%
5201150 · Certification Pay	415	969	2,400	(1,431) 40%
5201170 · Salary Increase	0	0	4,160	(4,160) 0%
5201180 · Merit Raises - Staff	0	0	3,832	(3,832) 0%
Total 5201100 · Salaries & Wages	15,594	36,387	133,952	(97,565) 27%
5201400 · Support Salaries				
5201405 · Support Staff	3,557	8,299	27,851	(19,552) 30%
5201408 · Sergeant	5,438	10,877	43,680	(32,803) 25%
5201410 · Patrol	28,862	67,143	224,723	(157,580) 30%
5201412 · Patrol Part Time	0	1,000	20,500	(19,500) 5%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget	
				Thru December	
	December 2016	'Oct - Dec 2016	Budget	Budget	25%
5201415 · Certification Pay	104	242	1,636	(1,394)	15%
5201470 · Salary Increase	0	0	16,640	(16,640)	0%
5201480 · Merit Raises	0	0	9,387	(9,387)	0%
5201490 · Overtime	715	2,288	16,000	(13,712)	14%
Total 5201400 · Support Salaries	38,676	89,850	360,417	(270,567)	25%
5202100 · Employee Benefits					
5202110 · Group Insurance	5,802	18,445	72,741	(54,296)	25%
5202135 · TMRS	4,830	11,235	44,740	(33,505)	25%
5202160 · Worker's Compensation	0	2,919	11,677	(8,758)	25%
5202170 · Payroll Taxes	748	1,743	8,381	(6,638)	21%
5202196 · Membership Dues	150	397	500	(103)	79%
Total 5202100 · Employee Benefits	11,530	34,739	138,039	(103,300)	25%
5202300 · Contractual Services					
5202355 · Contract Labor - Individual	0	0	500	(500)	0%
5202356 · Gingerbread House	0	1,000	1,000	0	100%
5202380 · Dispatch	0	7,613	15,225	(7,613)	50%
5202385 · Jail Expense	0	0	1,000	(1,000)	0%
5202390 · Special Response Team	0	7,500	8,500	(1,000)	88%
5202395 · Contractual Services Other	0	0	1,000	(1,000)	0%
Total 5202300 · Contractual Services	0	16,113	27,225	(11,113)	59%
5202500 · Operating Services					
5202530 · Custodial Service Contract	235	705	2,820	(2,115)	25%
5202540 · Computer Maintenance	0	0	700	(700)	0%
5202560 · Internet Subscriptions	0	0	1,350	(1,350)	0%
Total 5202500 · Operating Services	235	705	4,870	(4,165)	14%
5202600 · Special Expenses					

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	December 2016	'Oct - Dec 2016	Budget	Budget	Thru December
5202675 · National Night Out	0	434	550	(116)	79%
Total 5202600 · Special Expenses	0	434	550	(116)	79%
5203100 · General Supplies					
5203110 · Office Supplies	-1	1,414	1,500	(86)	94%
5203140 · Uniforms	518	623	8,000	(7,377)	8%
5203170 · Evidence Gathering	123	206	700	(494)	29%
Total 5203100 · General Supplies	640	2,243	10,200	(7,957)	22%
5203400 · Maintenance Supplies & Parts					
5203410 · Supplies - Custodial	82	130	600	(470)	22%
Total 5203400 · Maintenance Supplies & Parts	82	130	600	(470)	22%
5204200 · Travel Expenses					
5204210 · Travel - Local	0	0	1,000	(1,000)	0%
5204220 · Professional Development	0	336	3,731	(3,395)	9%
5204225 · Professional Dev - LEOSE	0	0	1,165	(1,165)	0%
5204235 · Ammo	0	0	1,000	(1,000)	0%
5204270 · Vehicle Expenses	1,412	4,318	24,000	(19,682)	18%
Total 5204200 · Travel Expenses	1,412	4,654	30,896	(26,242)	15%
5205200 · Data Processing Expenses					
5205240 · Data Processing - Software	0	17,851	18,000	(149)	99%
Total 5205200 · Data Processing Expenses	0	17,851	18,000	(149)	99%
5205300 · Printing Expenses					
5205310 · Copier Expense	87	261	1,500	(1,239)	17%
5205330 · Printing - Forms	0	78	300	(222)	26%
5205350 · Printing - Other	143	265	400	(135)	66%
Total 5205300 · Printing Expenses	231	604	2,200	(1,596)	27%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over	% of Budget
	December 2016	'Oct - Dec 2016	(Under)	Thru December
		Budget	Budget	25%
5205400 · Utilities				
5205410 · Telephone	115	332	1,404	(1,072) 24%
5205415 · Cellular Phone	79	384	1,350	(966) 28%
5205417 · Internet - PD	106	307	2,409	(2,103) 13%
5205420 · Wireless Cards	228	686	2,750	(2,064) 25%
5205450 · Electricity	382	915	4,500	(3,585) 20%
Total 5205400 · Utilities	911	2,624	12,413	(9,789) 21%
5205500 · Repairs & Building Improvements				
5205520 · Repairs - Building	0	0	5,000	(5,000) 0%
5205540 · Repairs- Machinery & Equipment	0	149	1,000	(851) 15%
5205550 · Repairs - Vehicles	3	2,234	8,000	(5,766) 28%
Total 5205500 · Repairs & Building Improvements	3	2,383	14,000	(11,617) 17%
5205600 · Insurance				
5205610 · Insurance - Property	0	439	1,757	(1,318) 25%
5205620 · Insurance - Liability	0	2,081	8,499	(6,418) 24%
5205640 · Insurance - Vehicle	0	945	2,203	(1,258) 43%
Total 5205600 · Insurance	0	3,465	12,459	(8,994) 28%
5205700 · Other Expenses				
5205742 · Public Relations	0	219	219	(0) 100%
5205752 · Employment Screening	46	46	1,550	(1,504) 3%
5205765 · Miscellaneous	229	629	1,620	(991) 39%
Total 5205700 · Other Expenses	275	894	3,389	(2,495) 26%
5206400 · Minor Capital Outlay				
5206440 · Machinery & Equipment	0	5,380	6,200	(820) 87%
5206445 · Personal Protective Equipment	655	655	2,600	(1,945) 25%

City of Ovilla General Fund
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	Current	Year to Date	\$ Over (Under)		% of Budget Thru December
	December 2016	'Oct - Dec 2016	Budget	Budget	25%
5206450 · Vehicles		49,000	48,217	49,000	(783) 98%
Total 5206400 · Minor Capital Outlay		49,655	54,252	57,800	(3,548) 94%
Total 20 · Police	119,245	267,328	827,010	(559,682)	32%
25 · Municipal Court					
5251100 · Salaries & Wages					
5251140 · Municipal Judge	634	1,901	7,020	(5,120)	27%
Total 5251100 · Salaries & Wages	634	1,901	7,020	(5,120)	27%
5251400 · Support Staff					
5251405 · Support Staff	4,003	9,341	33,676	(24,335)	28%
5251470 · Salary Increase	0	0	582		
5251480 · Merit Raises	0	0	1,011	(1,011)	0%
5251490 · Overtime	94	300	500	(200)	60%
Total 5251400 · Support Staff	4,097	9,641	35,769	(26,128)	27%
5252100 · Employee Benefits					
5252110 · Group Insurance	590	1,850	7,203	(5,353)	26%
5252135 · TMRS	365	858	3,304	(2,446)	26%
5252160 · Worker's Compensation	0	30	122	(92)	25%
5252170 · Payroll Taxes	108	285	1,085	(800)	26%
5252196 · Membership Dues	0	0	40	(40)	0%
Total 5252100 · Employee Benefits	1,063	3,024	11,754	(8,730)	26%
5252300 · Contractual Services					
5251420 · Jury Fees	0	0	200	(200)	0%
5251425 · City Prosecutor	577	1,647	6,000	(4,353)	27%
5252375 · Comptroller - Warrant Fees	19,785	19,820	41,500	(21,680)	48%
Total 5252300 · Contractual Services	20,362	21,467	47,700	(26,233)	45%

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	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget	Thru December
			Budget	25%
5252500 · Operating Services				
5252540 · Computer Maintenance	0	0	75	(75) 0%
Total 5252500 · Operating Services	0	0	75	(75) 0%
5253100 · General Supplies				
5253110 · Office Supplies	0	78	175	(97) 45%
5253140 · Uniforms	0	20	50	(30) 40%
Total 5253100 · General Supplies	0	98	225	(127) 44%
5254200 · Travel Expenses				
5254210 - Travel - Local	0	0	25	(25) 0%
5254220 · Professional Development	0	0	50	(50) 0%
Total 5254200 · Travel Expenses	0	0	75	(75) 0%
5255200 · Data Processing Expenses				
5255240 · Data Processing - SW Maint.	0	2,050	2,050	0 100%
Total 5255200 · Data Processing Expenses	0	2,050	2,050	0 100%
5255300 · Printing Expense				
5255350 · Printing - Other	0	278	800	(522) 35%
Total 5255300 · Printing Expense	0	278	800	(522) 35%
5255600 · Insurance				
5255620 · Insurance - Liability	0	48	192	(144) 25%
Total 5255600 · Insurance	0	48	192	(144) 25%
5255700 · Other Expenses				
5255765 · Miscellaneous	0	0	50	(50) 0%
5255768 · Collection Agency Fees	787	1,719	7,000	(5,281) 25%

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Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget	
				Thru December	
	December 2016	'Oct - Dec 2016	Budget	Budget	25%
5255772 · Warrant Fee - Omni	1,500	1,668	3,750	(2,082)	44%
Total 5255700 · Other Expenses	2,287	3,387	10,800	(7,413)	31%
 Total 25 · Municipal Court	 28,442	 41,893	 116,460	 (74,567)	 36%
 30 · Fire					
5301100 · Salaries & Wages					
5301125 · Fire Chief	4,518	10,542	38,018	(27,476)	28%
5301135 · Deputy Chief/Fire December shall	2,546	5,942	21,424	(15,482)	28%
5301140 · Fire Captains	5,155	14,766	67,776	(53,010)	22%
5301150 · Officer in Charge & Holiday	2,828	4,388	12,648	(8,260)	35%
5301170 · Salary Increase	0	0	1,520	(1,520)	0%
5301180 · Merit Raises - Staff	0	0	3,863	(3,863)	0%
Total 5301100 · Salaries & Wages	15,047	35,637	145,249	(109,612)	25%
5301400 · Support Salaries					
5301440 · Firefighters	36,591	81,507	314,158	(232,651)	26%
5301470 · Salary Increase	0	0	4,500	(4,500)	0%
5301480 · Merit Raises	0	0	7,897	(7,897)	0%
5301485 · Volunteer Incentive Program	868	3,753	16,850	(13,098)	22%
Total 5301400 · Support Salaries	37,459	85,260	343,405	(258,145)	25%
5302100 · Employee Benefits					
5302135 · TMRS	631	1,480	5,831	(4,351)	25%
5302137 · Volunteer Retirement	0	108	500	(392)	22%
5302160 · Worker's Compensation	0	5,414	10,696	(5,282)	51%
5302170 · Payroll Taxes	3,511	7,931	32,297	(24,366)	25%
5302196 · Membership Dues	625	850	2,200	(1,350)	39%
Total 5302100 · Employee Benefits	4,767	15,782	51,524	(35,742)	31%
 5302300 · Contractual Services	 	 	 	 	

City of Ovilla General Fund
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	Current	Year to Date	\$ Over		% of Budget
			(Under)	Budget	
	December 2016	'Oct - Dec 2016	Budget	Budget	Thru December
5302310 · Consultant Fees	0	0	1,500	(1,500)	0%
5302380 · Dispatch	0	7,613	15,225	(7,613)	50%
5302385 · Emergency Transport Service	15,890	15,890	66,257	(50,367)	24%
Total 5302300 · Contractual Services	15,890	23,502	82,982	(59,480)	28%
5302500 · Operating Services					
5302510 · Maintenance Agreements	5,935	5,935	10,000	(4,065)	59%
5302570 · Warning System Maintenance	0	0	780	(780)	0%
5302580 · Generator Maintenance	0	0	2,120	(2,120)	0%
Total 5302500 · Operating Services	5,935	5,935	12,900	(6,965)	46%
5302600 · Special Expenses					
5302675 · National Night Out	0	299	500	(201)	60%
Total 5302600 · Special Expenses	0	299	500	(201)	60%
5303100 · General Supplies					
5303110 · Office Supplies	51	213	1,000	(787)	21%
5303140 · Uniforms	1,206	1,259	5,000	(3,741)	25%
5303160 · Medical Supplies	17	1,774	8,000	(6,226)	22%
5303165 · Medical Support	22	22	1,000	(978)	2%
5303170 · Evidence Gathering	0	0	800	(800)	0%
5303175 · Education Aids	0	2,445	2,445	(0)	100%
Total 5303100 · General Supplies	1,295	5,713	18,245	(12,532)	31%
5303400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	313	691	2,000	(1,309)	35%
5303420 · Building Alarm Maintenance	0	0	420	(420)	0%
Total 5303400 · Maintenance Supplies & Parts	313	691	2,420	(1,729)	29%
5304200 · Travel Expenses					

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FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget	
				Thru December	
	December 2016	'Oct - Dec 2016	Budget	Budget	25%
5304220 · Professional Development		31	1,156	5,105	(3,949)
5304270 · Vehicle Expenses		663	1,978	7,500	(5,522)
Total 5304200 · Travel Expenses		694	3,134	12,605	(9,471)
5305200 · Data Processing Expenses					
5305240 · Data Processing - Software		0	2,183	4,315	(2,132)
Total 5305200 · Data Processing Expenses		0	2,183	4,315	(2,132)
5305300 · Printing Expense					
5305310 · Copier Expense		284	787	3,100	(2,313)
5305330 · Printing - Forms		0	0	100	(100)
Total 5305300 · Printing Expense		284	787	3,200	(2,413)
5305400 · Utilities					
5305410 · Telephone		251	738	2,724	(1,986)
5305415 · Cellular Phone		136	343	1,248	(905)
5305417 · Internet - Fire Dept.		334	990	5,145	(4,155)
5305430 · Natural Gas		27	140	2,000	(1,860)
5305450 · Electricity		426	1,412	5,650	(4,238)
Total 5305400 · Utilities		1,175	3,622	16,767	(13,145)
5305500 · Repairs & Bldg Improvements					
5305520 · Repairs - Building		196	646	3,500	(2,854)
5305540 · Repairs - Machinery & Equipment		289	2,936	19,000	(16,064)
5305545 · Repairs - Apparatus		555	2,786	12,000	(9,214)
5305550 · Repairs - Vehicles		8	1,156	3,500	(2,344)
Total 5305500 · Repairs & Bldg Improvements		1,047	7,524	38,000	(30,476)
5305600 · Insurance					
5305620 · Insurance - Liability		0	217	3,569	(3,352)
5305640 · Insurance - Vehicle		0	2,817	9,440	(6,623)
Total 5305600 · Insurance		0	3,034	13,009	(9,975)

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	Current	Year to Date	\$ Over	% of Budget
	December 2016	'Oct - Dec 2016	(Under)	Thru December
		Budget	Budget	25%
5305700 · Other Expenses				
5305705 · Postage	0	16	50	(34) 33%
5305752 · Employment Screening	258	258	500	(242) 52%
5305765 · Flags & Miscellaneous	0	0	100	(100) 0%
Total 5305700 · Other Expenses	258	274	650	(376) 42%
5306400 · Minor Capital Outlay				
5306440 · Machinery & Equipment	1,473	2,229	10,300	(8,071) 22%
5306445 · Personal Protective Equipment	0	3,325	20,247	(16,922) 16%
Total 5306400 · Minor Capital Outlay	1,473	5,554	30,547	(24,993) 18%
5307400 · Capitalized Assets				
5307450 · Vehicle	1,728	55,000	55,000	0 100%
Total 5306400 · Minor Capital Outlay	1,728	55,000	55,000	0 100%
Total 30 · Fire	87,364	253,932	831,318	(577,386) 31%
40 · Community Services				
5401100 · Salaries & Wages				
5401135 · ACO/Code Enforcement Officer	5,510	12,858	46,364	(33,506) 28%
5401180 · Merit Raises - Staff	0	0	1,391	(1,391) 0%
5401190 · Overtime	1,412	2,824	7,500	(4,676) 38%
Total 5401100 · Salaries & Wages	6,922	15,682	55,255	(39,573) 28%
5402100 · Employee Benefits				
5402110 · Group Insurance	380	1,190	7,291	(6,101) 16%
5402135 · TMRS	622	1,410	5,262	(3,852) 27%
5402160 · Worker's Compensation	0	89	356	(267) 25%
5402170 · Payroll Taxes	106	245	802	(557) 31%
5402190 · License	0	25	625	(600) 4%
Total 5402100 · Employee Benefits	1,109	2,959	14,336	(11,377) 21%

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	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget	Thru December
			Budget	25%
5402300 · Contractual Services				
5402315 · Contract Building Inspections	389	13,481	50,000	(36,519) 27%
5402370 · Impound Fees	600	900	2,300	(1,400) 39%
Total 5402300 · Contractual Services	989	14,381	52,300	(37,919) 27%
5402600 · Special Expenses				
5402680 · Environmental Testing	0	0	2,300	(2,300) 0%
5402683 - Septic Tank Fee to State	0	0	100	(100) 0%
5402685 · Clean up Day	0	0	100	(100) 0%
Total 5402600 · Special Expenses	0	0	2,500	(2,500) 0%
5403100 · General Supplies				
5403110 · Office Supplies	0	0	50	(50) 0%
5403120 · Animal Care	0	0	150	(150) 0%
5403122 · Pet Supplies	153	184	600	(416) 31%
5403140 · Uniforms	0	333	600	(267) 55%
Total 5403100 · General Supplies	153	516	1,400	(884) 37%
5403400 · Maintenance Supplies & Parts				
5403460 · Miscellaneous	0	0	200	(200) 0%
Total 5403400 · Maintenance Supplies & Parts	0	0	200	(200) 0%
5404200 · Travel Expenses				
5404210 · Travel - Local	0	0	25	(25) 0%
5404220 · Professional Development	0	0	200	(200) 0%
5404270 · Vehicle Expenses	91	248	3,000	(2,752) 8%
Total 5404200 · Travel Expenses	91	248	3,225	(2,977) 8%
5405300 · Printing Expense				
5405330 · Printing - Forms	0	0	400	(400) 0%
Total 5405300 · Printing Expense	0	0	400	(400) 0%

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Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget	Thru December
			Budget	25%
5405400 · Utilities				
5405415 · Cellular Phone	65	244	1,074	(830) 23%
Total 5405400 · Utilities	65	244	1,074	(830) 23%
5405600 · Insurance				
5405610 · Insurance - Property	0	2	9	(7) 24%
5405620 · Insurance - Liability	0	32	130	(98) 25%
5405640 · Insurance - Vehicle	0	61	245	(184) 25%
Total 5405600 · Insurance	0	96	384	(288) 25%
5405700 · Other Expenses				
5405765 · Miscellaneous	0	0	100	(100) 0%
Total 5405700 · Other Expenses	0	0	100	(100) 0%
5406400 · Minor Capital Outlay				
5406440 · Machinery & Equipment	61	295	1,000	(705) 30%
Total 5406400 · Minor Capital Outlay	61	295	1,000	(705) 30%
Total 40 · Community Services	9,390	34,422	132,174	(97,752) 26%
45 · Solid Waste				
5455400 · Utilities				
5455465 · Solid waste Pickup (Garbage)	18,161	54,028	221,676	(167,648) 24%
Total 5455400 · Utilities	18,161	54,028	221,676	(167,648) 24%
Total 45 · Solid Waste	18,161	54,028	221,676	(167,648) 24%
50 · Streets				
5501400 · Support Staff				
5501415 · Maintenance Crew	3,000	5,394	23,400	(18,006) 23%

City of Ovilla General Fund
Actual vs Budget Review
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	Current		Year to Date		\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget		Budget	Thru December 25%
			Budget	Budget		
5501470 - Salary Increase	0	0	2,080		(2,080)	0%
5501480 - Merit Raises	0	0	765		(765)	0%
5501490 - Overtime	0	0	1,500		(1,500)	0%
5501500 - Streets - On Call	0	0	600		(600)	0%
Total 5501400 - Support Staff	3,000	5,394	28,345		(22,951)	19%
5502100 - Employee Benefits						
5502110 - Group Insurance	568	1,703	7,146		(5,443)	24%
5502135 - TMRS	267	480	2,642		(2,162)	18%
5502160 - Worker's Compensation	0	426	1,705		(1,279)	25%
5502170 - Payroll Taxes	44	78	403		(325)	19%
5502190 - License	0	0	122		(122)	0%
Total 5502100 - Employee Benefits	878	2,687	12,018		(9,331)	22%
5502200 - Special Services						
5502280 - NCTCOG- SWMP Fees	0	0	3,360		(3,360)	0%
Total 5502200 - Special Services	0	0	3,360		(3,360)	0%
5502600 - Special Expenses						
5502620 - Emergency Clean Up	0	0	2,000		(2,000)	0%
Total 5502600 - Special Expenses	0	0	2,000		(2,000)	0%
5503100 - General Supplies						
5503110 - Office Supplies	0	0	100		(100)	0%
5503140 - Uniforms	0	193	600		(407)	32%
Total 5503100 - General Supplies	0	193	700		(507)	28%
5503400 - Maintenance Supplies & Parts						
5503405 - Drainage Maintenance	0	0	500		(500)	0%
5503420 - Supplies - Street Signs	474	657	3,000		(2,343)	22%

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FY October 2016 through September 2017

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	December 2016	'Oct - Dec 2016	Budget	Budget	Thru December
5503460 · Miscellaneous			300	(239)	20%
Total 5503400 · Maintenance Supplies & Parts	59	61			
5504200 · Travel Expenses					
5504220 · Professional Development	0	0	500	(500)	0%
5504270 · Vehicle Expenses	215	991	6,500	(5,509)	15%
Total 5504200 · Travel Expenses	215	991	7,000	(6,009)	14%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	(350)	0%
Total 5505300 · Printing Expense	0	0	350	(350)	0%
5505400 · Utilities					
5505450 · Electricity	3,943	11,831	47,000	(35,169)	25%
Total 5505400 · Utilities	3,943	11,831	47,000	(35,169)	25%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	500	(500)	0%
5505540 · Repairs - Machinery & Equipment	0	1,645	3,000	(1,355)	55%
5505550 · Repairs - Vehicles	18	340	2,500	(2,160)	14%
5505560 · Repairs -Street Maint.& Repairs	252	1,185	48,000	(46,815)	2%
5505565 · Repairs - Infrastructure Drainage	0	0	3,000	(3,000)	0%
5505575 · Repairs - 50/50 Sidewalk Program	0	0	2,500	(2,500)	0%
5505590 · Repairs - Other	0	87	1,500	(1,413)	6%
Total 5505500 · Repairs & Bldg Improvements	270	3,257	61,000	(57,743)	5%
5505600 · Insurance					
5505620 · Insurance - Liability	0	173	694	(521)	25%
5505640 · Insurance - Vehicle	0	805	3,221	(2,416)	25%
Total 5505600 · Insurance	0	978	3,915	(2,937)	25%

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FY October 2016 through September 2017

	Current	Year to Date	\$ Over	% of Budget
	December 2016	'Oct - Dec 2016	(Under)	Thru December
		Budget	Budget	25%
5505700 · Other Expenses				
5505752 · Employment Screening	0	106	150	(44) 71%
Total 5505700 · Other Expenses	0	106	150	(44) 71%
5506400 · Minor Capital Outlay				
5506440 · Machinery & Equipment	0	0	2,500	(2,500) 0%
5506445 · Personal Protective Equipment	0	0	300	(300) 0%
5506490 · Other	0	39	500	(461) 8%
Total 5506400 · Minor Capital Outlay	0	39	3,300	(3,261) 1%
5507400 · Capitalized Assets				
5507440 · Machinery & Equipment	0	0	10,000	(10,000) 0%
5507460 · Infrastructure	7,750	200,942	236,600	(35,658) 85%
Total 5507400 · Capitalized Assets	7,750	200,942	246,600	(45,658) 81%
Total 50 · Streets	16,589	227,136	419,538	(192,402) 54%
60 · Parks				
5602400 · Rentals				
5602490 · Rental - Other	210	838	3,000	(2,162) 28%
Total 5602400 · Rentals	210	838	3,000	(2,162) 28%
5602500 - Operating Services				
5602530 - Custodial Service Contract	0	0	1,200	(1,200) 0%
Total 5602500 - Operating Services	0	0	1,200	(1,200) 0%
5602600 · Special Expenses				

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	Current	Year to Date	\$ Over		% of Budget
			(Under)	Budget	
	December 2016	'Oct - Dec 2016	Budget	Thru December	
5602680 · Heritage Day	0	438	14,300	(13,862)	3%
5602690 - Special Events	642	2,283	4,500	(2,217)	51%
Total 5602600 · Special Expenses	642	2,720	18,800	(16,080)	14%
5603400 · Maintenance Supplies & Parts					
5303410 - Supplies - Custodial	0	0	100	(100)	0%
5603460 · Miscellaneous	0	112	300	(188)	37%
Total 5603400 · Maintenance Supplies & Parts	0	112	400	(288)	28%
5605400 · Utilities					
5605450 · Electricity	590	1,939	8,300	(6,361)	23%
Total 5605400 · Utilities	590	1,939	8,300	(6,361)	23%
5605500 · Repairs & Bldg Improvements					
5605520 · Repairs - Building	0	900	2,500	(1,600)	36%
5605530 · REPAIRS-IMP OTHER THAN BLDGS	83	130	1,000	(870)	13%
Total 5605500 · Repairs & Bldg Improvements	83	1,030	3,500	(2,470)	29%
5605600 · Insurance					
5605610 · Insurance - Property	0	30	122	(92)	25%
5605620 · Insurance - Liability	0	73	294	(221)	25%
5605640 · Insurance - Vehicle	0	52	207	(155)	25%
Total 5605600 · Insurance	0	155	623	(468)	25%
5605700 · Other Expenses					
5605765 · Miscellaneous	0	316	500	(184)	63%
Total 5605700 · Other Expenses	0	316	500	(184)	63%
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	120	800	(680)	15%

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	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	December 2016	'Oct - Dec 2016	Budget	Budget	Thru December
5606440 · Machinery & Equipment	0	0	2,000	(2,000)	0%
Total 5606400 · Minor Capital Outlay	0	120	2,800	(2,680)	4%
5607400 · Capitalized Assets					
5607410 - 4B EDC Restroom Land Improvements	0	0	75,000	(75,000)	0%
5607415 - 4B EDC Monument Signs	0	0	30,000	(30,000)	0%
5607440 · Machinery & Equipment	0	0	6,000	(6,000)	0%
Total 5607400 · Capitalized Assets	0	0	111,000	(111,000)	0%
Total 60 · Parks	1,524	7,231	150,123	(142,892)	5%
Total Expenditures	310,973	1,027,239	3,312,825	(2,285,586)	31%
Net Change in Fund Balance	241,762	-174,025	0	(174,025)	100%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	Oct - Dec 2016	Budget	Thru December
			Budget	25%
Resources				
4000400 · Charges for Services				
4000460 · Water Sales	69,384	234,708	959,305	(724,597) 24%
4000461 · Sewer Service	29,439	103,534	396,500	(292,966) 26%
4000465 · Water & Sewer Penalties	1,570	4,596	18,000	(13,404) 26%
4000471 · Reconnect Fees	425	1,209	5,400	(4,191) 22%
4000472 · Meters	475	2,550	3,700	(1,150) 69%
4000473 · Connect Fees	150	575	4,400	(3,825) 13%
4000478 · Infrastructure Improvement Fee	5,302	16,647	66,550	(49,903) 25%
4000480-Solid Waste Fees (Garbage)	0	0	0	0% 0%
Total 4000400 · Charges for Services	106,746	363,818	1,453,855	(1,090,037) 25%
4000800 · Other Revenue				
4000880 · Capital Rec Fee	1,250	8,750	81,250	(72,500) 11%
4000840 · Interest Earned	222	624	2,900	(2,276) 22%
Total 4000800 · Other Revenue	1,472	9,374	84,150	(74,776) 11%
Total Resources	108,217	373,192	1,538,005	(1,164,813) 24%
Expense				
70 · Administration				
5701100 · Salaries & Wages				
5701110 · City Administrator	6,112	6,112	22,042	(15,930) 28%
5701115 · City Secretary	3,971	3,971	13,658	(9,687) 29%
5701117 · Finance Accountant	3,530	3,530	12,731	(9,201) 28%
5701120 · Part Time Admin. Support	2,426	2,426	7,660	(5,234) 32%
5701130 · Public Works Director	6,660	15,540	53,960	(38,420) 29%
5701170 - Salary Increase	0	0	3,835	(3,835) 0%
5701180 · Merit Raises, Staff	0	0	3,414	(3,414) 0%
Total 5701100 · Salaries & Wages	22,700	31,580	117,300	(85,720) 27%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	Oct - Dec 2016	Budget	Thru December
			Budget	25%
5702100 · Employee Benefits				
5702110 · Group Insurance	603	1,865	7,358	(5,493) 25%
5702135 · TMRS	599	1,397	5,497	(4,100) 25%
5702170 · Payroll Taxes	96	223	837	(614) 27%
Total 5702100 · Employee Benefits	1,298	3,486	13,692	(10,206) 25%
5702200 · Special Services				
5702240 · Audit	0	7,400	7,400	0 100%
5702250 · Accounting	1,265	1,265	1,265	(0) 100%
Total 5702200 · Special Services	1,265	8,665	8,665	(0) 100%
5702300 · Contractual Services /Personnel				
5702310 · Consultant Fees	0	0	2,735	(2,735) 0%
Total 5702300 · Contractual Services /Personnel	0	0	2,735	(2,735) 0%
5703100 · General Supplies				
5703110 · Office Supplies	0	73	800	(727) 9%
Total 5703100 · General Supplies	0	73	800	(727) 9%
5703400 · Maintenance Supplies / Parts				
5703410 · Supplies - Custodial	0	0	200	(200) 0%
Total 5703400 · Maintenance Supplies / Parts	0	0	200	(200) 0%
5704200 · Travel Expenses				
5704210 · Travel - Local	0	0	200	(200) 0%
5704220 · Professional Development	0	0	750	(750) 0%
Total 5704200 · Travel Expenses	0	0	950	(950) 0%
5705200 · Data Processing Expenses				
5705230 · Data Processing - Maintenance & Repair	100	300	1,300	(1,000) 23%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	Oct - Dec 2016	Budget	Thru December
			Budget	25%
Total 5705200 · Data Processing Expenses	100	300	1,300	(1,000) 23%
5705300 · Printing Expense				
5705350 · Printing - Other	0	0	250	(250) 0%
Total 5705300 · Printing Expense	0	0	250	(250) 0%
5705400 · Utilities				
5705410 · Telephone	115	332	1,404	(1,072) 24%
5705415 · Cellular Phone	113	339	1,690	(1,351) 20%
5705417 · Internet	106	307	2,409	(2,103) 13%
Total 5705400 · Utilities	335	978	5,503	(4,525) 18%
5705700 · Other Expenses				
5705705 · Postage	500	1,500	8,000	(6,500) 19%
5705740 · Advertising	0	0	100	(100) 0%
5705760 · Bank Service Charge	42	42	200	(158) 21%
5705765 · Miscellaneous	0	0	100	(100) 0%
Total 5705700 · Other Expenses	542	1,542	8,400	(6,858) 18%
5706400 · Minor Capital Outlay				
5706440 · Machinery & Equipment	0	0	500	(500) 0%
Total 5706400 · Minor Capital Outlay	0	0	500	(500) 0%
5709000 · Reserve				
5708215 · Admin. Exp. to General Fund	8,197	8,197	32,788	(24,591) 25%
5709002 · Capital Improv. Water/Sewer Reserve	0	0	58,700	(58,700) 0%
5709010 · Administrative Reserves	0	0	2,747	(2,747) 0%
Total 5709000 · Reserve	8,197	8,197	94,235	(86,038) 9%
Total 70 · Administration	34,437	54,821	254,530	(199,710) 22%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	Oct - Dec 2016	Budget	Thru December
			Budget	25%
75 - Water				
5751100 - Salaries & Wages				
5751133 - Superintendent	5,266	12,286	43,260	(30,974) 28%
5751170 - Salary Increase	0	0	1,040	(1,040) 0%
5751180 - Merit Raises - Staff	0	0	1,329	(1,329) 0%
5751190 - Overtime	66	823	2,000	(1,177) 41%
Total 5751100 - Salaries & Wages	5,331	13,109	47,629	(34,520) 28%
5751400 - Support Salaries				
5751405 - Support Staff	1,733	8,525	50,264	(41,739) 17%
5751415 - Maintenance Crew	6,806	15,882	80,766	(64,884) 20%
5751450 - Certification Pay	138	323	1,200	(877) 27%
5751470 - Salary Increase	0	0	5,159	(5,159) 0%
5751480 - Merit Raises	0	0	3,522	(3,522) 0%
5751490 - Overtime	591	1,293	4,000	(2,707) 32%
5751500 - Water - On Call	250	550	1,550	(1,000) 35%
Total 5751400 - Support Salaries	9,520	26,573	146,461	(119,888) 18%
5752100 - Employee Benefits				
5752110 - Group Insurance	2,161	6,682	43,175	(36,493) 15%
5752135 - TMRS	1,606	3,808	19,846	(16,038) 19%
5752160 - Worker's Compensation	0	2,050	8,200	(6,150) 25%
5752170 - Payroll Taxes	263	626	3,021	(2,395) 21%
5752190 - Licenses	0	0	222	(222) 0%
Total 5752100 - Employee Benefits	4,029	13,166	74,464	(61,298) 18%
5752300 - Contractual Services/Personnel				
5752350 - Contract Labor - Company	0	1,000	1,500	(500) 67%
5752380 - Dispatch	0	6,525	13,050	(6,525) 50%
Total 5752300 - Contractual Services/Personnel	0	7,525	14,550	(7,025) 52%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	December 2016	Oct - Dec 2016	Budget	Budget	Thru December
					25%
5752400 · Rentals					
5752420 · Rental - Machinery & Equipment	0	0	250	(250)	0%
Total 5752400 · Rentals	0	0	250	(250)	0%
5752500 · Operating Services					
5752580 · Water Testing	208	429	4,000	(3,571)	11%
5752590 · TCEQ Fees	120	3,249	3,500	(251)	93%
Total 5752500 · Operating Services	328	3,678	7,500	(3,822)	49%
5753100 · General Supplies					
5753140 · Uniforms	0	1,396	1,700	(305)	82%
Total 5753100 · General Supplies	0	1,396	1,700	(305)	82%
5753400 · Maintenance Supplies & Parts					
5753460 · Miscellaneous	11	277	300	(23)	92%
Total 5753400 · Maintenance Supplies & Parts	11	277	300	(23)	92%
5754200 · Travel Expenses					
5754220 · Professional Development	0	0	750	(750)	0%
5754270 · Vehicle Expenses	489	873	10,000	(9,127)	9%
Total 5754200 · Travel Expenses	489	873	10,750	(9,877)	8%
5755200 · Data Processing Expenses					
5755240 · Data Processing - Software	3,700	3,700	3,700	0	100%
Total 5755200 · Data Processing Expenses	3,700	3,700	3,700	0	100%
5755300 · Printing Expenses					
5755310 · Copier Expense	661	661	3,000	(2,339)	22%
5755350 · Printing - Other	0	1,261	2,000	(739)	63%
Total 5755300 · Printing Expenses	661	1,921	5,000	(3,079)	38%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	Oct - Dec 2016	Budget	Thru December
			Budget	25%
5755400 · Utilities				
5755415 · Cellular Phone	(3)	97	1,500	(1,403)
5755450 · Electricity	2,099	5,892	27,000	(21,108)
5755460 · Water, wholesale	29,186	96,530	425,062	(328,532)
Total 5755400 · Utilities	31,282	102,519	453,562	(351,043)
5755500 · Repairs & Building Improvements				
5755540 · Repairs- Machinery & Equipment	72	744	4,000	(3,256)
5755550 · Repairs - Vehicles	0	251	2,000	(1,749)
5755570 · Inventory Expense	972	1,926	8,800	(6,874)
5755580 · Water Chemical Expense	1,617	3,860	8,000	(4,140)
5755590 · Repairs - Other	812	913	3,000	(2,087)
Total 5755500 · Repairs & Building Improvements	3,473	7,693	25,800	(18,107)
5755600 · Insurance				
5755610 · Insurance - Property	0	712	2,848	(2,136)
5755620 · Insurance - Liability	0	242	970	(728)
5755640 · Insurance - Vehicle	0	576	2,304	(1,728)
Total 5755600 · Insurance	0	1,530	6,122	(4,592)
5755700 · Other Expenses				
5755752 · Employment Screening	46	46	150	(104)
Total 5755700 · Other Expenses	46	46	150	(104)
5756400 · Minor Capital Outlay				
5756440 · Machinery & Equipment	0	0	1,000	(1,000)
5756490 · Other	0	0	500	(500)
Total 5756400 · Minor Capital Outlay	0	0	1,500	(1,500)
5757400 · Capitalized Assets				

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	December 2016	Oct - Dec 2016	Budget	Budget	Thru December
5757440 · Machinery & Equipment	0	0	13,000	(13,000)	0%
5757470 · Infrastructure - Water	0	4,167	4,200	(33)	99%
5757475 - FM 664 Relocate Waterline	0	0	9,000	(9,000)	0%
Total 5757400 · Capitalized Assets	0	4,167	26,200	(22,033)	16%
5757900 · Long-Term Debt					
5758225 · Admin. Expense to Debt Fund	14,812	14,812	59,248	(44,436)	25%
Total 5757900 · Long-Term Debt	14,812	14,812	59,248	(44,436)	25%
Total 75 · Water	73,682	202,986	884,886	(681,900)	23%
80 · Sewer					
5801400 · Support Salaries					
5801405 · Support Staff	3,261	3,261	16,754	(13,493)	19%
5801415 · Maintenance Crew	4,325	10,091	34,278	(24,187)	29%
5801450 · Certification Pay	138	323	1,210	(887)	27%
5801470 - Salary Increase	0	0	2,122	(2,122)	0%
5801480 · Merit Raises	0	0	1,408	(1,408)	0%
5801490 · Overtime	135	649	3,000	(2,351)	22%
5801500 · Sewer - On Call	50	150	600	(450)	25%
Total 5801400 · Support Salaries	7,910	14,474	59,372	(44,898)	24%
5802100 · Employee Benefits					
5802110 · Group Insurance	592	1,820	7,221	(5,401)	25%
5802135 · TMRS	408	984	3,856	(2,872)	26%
5802160 · Worker's Compensation-Sewer	0	342	1,367	(1,025)	25%
5802170 · Payroll Taxes	65	158	588	(430)	27%
5802190 · Licenses	0	0	150	(150)	0%
Total 5802100 · Employee Benefits	1,065	3,303	13,182	(9,879)	25%
5802300 · Contractual Services/Personnel					

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru December		
		December 2016	Oct - Dec 2016				
5802350 · Contract Labor - Company		0	0	5,000	(5,000) 0%		
Total 5802300 · Contractual Services/Personnel		0	0	5,000	(5,000) 0%		
5802500 · Operating Services							
5802515 · Sardis Collection Expense		682	2,963	9,054	(6,091) 33%		
5802590 · TCEQ Fees - Sewer		0	0	100	(100) 0%		
Total 5802500 · Operating Services		682	2,963	9,154	(6,191) 32%		
5803100 · General Supplies							
5803140 · Uniforms		0	1,036	1,200	(164) 86%		
Total 5803100 · General Supplies		0	1,036	1,200	(164) 86%		
5803400 · Maintenance Supplies & Parts							
5803460 · Miscellaneous		0	0	500	(500) 0%		
Total 5803400 · Maintenance Supplies & Parts		0	0	500	(500) 0%		
5804200 · Travel Expenses							
5804220 · Professional Development		13	26	500	(474) 5%		
5804270 · Vehicle Expense		0	558	1,200	(642) 46%		
Total 5804200 · Travel Expenses		13	584	1,700	(1,116) 34%		
5805400 · Utilities							
5805450 · Electricity		136	417	3,000	(2,583) 14%		
5805463 · TRA Wastewater Treatment		47,660	70,227	285,955	(215,728) 25%		
Total 5805400 · Utilities		47,796	70,644	288,955	(218,311) 24%		
5805500 · Repairs & Bldg Improvements							
5805510 · Repairs - Land Improvements		0	0	300	(300) 0%		
5805540 · Repairs - Machinery & Equipment		0	2,522	6,000	(3,478) 42%		
5805570 · Inventory Expense		66	1,289	2,000	(711) 64%		
5805590 · Repairs - Other		0	44	600	(556) 7%		
Total 5805500 · Repairs & Bldg Improvements		66	3,855	8,900	(5,045) 43%		

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	Oct - Dec 2016	Budget	Thru December
			Budget	25%
5805600 · Insurance				
5805610 · Insurance - Property	0	15	60	(45) 25%
5805620 · Insurance - Liability	0	99	224	(125) 44%
5805640 · Insurance - Vehicle	0	36	142	(106) 25%
Total 5805600 · Insurance	0	150	426	(276) 35%
5805700 · Other Expenses				
5805752 · Employment Screening	46	46	200	(154) 23%
Total 5805700 · Other Expenses	46	46	200	(154) 23%
5807400 · Capitalized Assets				
5807440 · Machinery & Equipment	0	0	10,000	(10,000) 0%
Total 5807400 · Capitalized Assets	0	0	10,000	(10,000) 0%
Total 80 · Sewer	57,578	97,055	398,589	(301,534) 24%
Total Expense	165,696	354,861	1,538,005	(1,183,144) 23%
Net Change in Fund Balance	(57,479)	18,332	0	18,332 100%

Ovilla Debt Service
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	Oct - Dec 2016	Budget	Thru December
			Budget	25%
Revenues				
4000100 · Taxes				
4000107 · Ad Valorem, Current I & S	147,934	187,281	486,807	(299,526) 38%
4000106 · Ad Valorem, Current I&S New and Imp	-	-	24,420	(24,420) 0%
4000111 · Ad Valorem, Delinquent I & S	24	753	-	753 100%
4000114 · Interest/Penalties - I & S	7	346	-	346 100%
Total 4000100 · Taxes	147,965	188,380	511,227	(322,847) 37%
4000800 · Other Revenue				
4000840 · Interest Earned	21	36	550	(514) 7%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	14,812	14,812	59,248	(44,436) 25%
Total 4000800 · Other Revenue	14,833	14,848	59,798	(44,950) 25%
Total Revenues	162,798	203,228	571,025	(367,797) 36%
Expenditures				
5157900 · Long-Term Debt				
5157930 · Paying Agent Fees	-	-	500	(500) 0%
51579349 · 2011 Bond Issue Principle	-	-	375,000	(375,000) 0%
5157940 · 2011 Bond Issue Interest	-	-	195,525	(195,525) 0%
Total 5157900 · Long-Term Debt	-	-	571,025	(571,025) 0%
Total Expenditures	-	-	571,025	(571,025) 0%
Net Change in Fund Balance	162,798	203,228	-	203,228 100%

City of Ovilla Capital Projects Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	Oct - Dec 2016	Budget	Thru December
			Budget	25%
Revenues				
4000800 · Other Revenue				
4000845 · Interest Earned - Texstar	1	2	1	171%
4000850 · Interest Earned - Prosperity	22	66	260	(194)
4000990 - Reduction In Fund Balance	0	0	50,000	(50,000)
Total 4000800 · Other Revenue	23	67	50,261	(50,194)
Total Revenues	23	67	50,261	(50,194)
Expense				
5879000 · Reserves				
5879010 · Admin Reserves	0	0	261	(261)
Total 5879000 · Reserves	0	0	261	(261)
5857400 · Capitalized Assets				
5857470 · Water Line	0	0	50,000	(50,000)
Total 5879000 · Reserves	0	0	50,000	(50,000)
Total Expense	0	0	50,261	(50,261)
Change in Net Position	23	67	0	67
				100%

Ovilla Park Impact Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget	Thru December
			Budget	25%
Revenues				
4000400 · Charges for Services				
4000460 · Park Impact	335	2,007	13,381	(11,374) 15%
Total 4000400 · Charges for Services	335	2,007	13,381	(11,374) 15%
4000800 · Other Revenue				
4000840 · Interest Earned	15	44	142	(98) 31%
Total 4000800 · Other Revenue	15	44	142	(98) 31%
Total Revenues	349	2,052	13,523	(11,471) 15%
Expenditures				
5607400 · Capitalized Assets				
5607440 · Capital Machinery & Equipment	0	0	5,000	(5,000) 0%
Total 5607400 · Capitalized Assets	0	0	5,000	(5,000) 0%
5609000 · Reserves				
5609035 · Park Impact Reserves	0	0	8,523	(8,523) 0%
Total 5609000 · Reserves	0	0	8,523	(8,523) 0%
Total Expenditures	0	0	13,523	(13,523) 0%
Net Change in Fund Balance	349	2,052	0	2,052 100%

Ovilla W&S Impact Fee Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	December 2016	'Oct - Dec 2016	Budget	Budget	Thru December
Revenues					
4000400 · Charges for Services					
4000476 - Water Impact Fee	0	0	3,100	(3,100)	0%
4000477 - Sewer Impact Fee	2,100	7,700	56,000	(48,300)	14%
Total 4000400 · Charges for Services	2,100	7,700	59,100	(51,400)	13%
4000800 · Other Revenue					
4000840 · Interest Earned	45	81	230	(149)	35%
4000880 - Transfer In - Water Impact	0	0	50,000	(50,000)	0%
Total 4000800 · Other Revenue	45	81	50,230	(50,149)	0%
Total Revenues	2,145	7,781	109,330	(101,549)	7%
Expense					
5102300 - Contractual Services					
5102310 - Consultant Fees	1,180	7,080	11,800	(4,720)	60%
Total 5102300 - Contractual Services	1,180	7,080	11,800	(4,720)	60%
5857400 - Capitalized Assets					
5857470 - Water Lines	7,841	9,469	50,000	(40,532)	19%
Total 5857400 - Capitalized Assets	7,841	9,469	50,000	(40,532)	19%
5859000 · Reserves					
5859030 · Sewer Impact Fees Reserve	0	0	47,530	(47,530)	0%
Total 5859000 · Reserves	0	0	47,530	(47,530)	0%
Total Expense	9,021	16,549	109,330	(92,782)	15%
Change in Net Position	(6,876)	(8,767)	0	(8,767)	100%

Ovilla 4B Economic Development Corporation
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget	Thru December
			Budget	25%
Revenues				
4000100 · Taxes				
4000120 · Sales tax	6,851	24,039	98,307	(74,268) 24%
Total 4000100 · Taxes	6,851	24,039	98,307	(74,268) 24%
4000800 · Other Revenue				
4000840 · Interest Income	157	466	1,340	(874) 35%
4000990 - Reduction in Fund Balance	0	0	115,000	(115,000) 0%
Total 4000800 · Other Revenue	157	466	116,340	(115,874) 0%
Total Revenues	7,008	24,505	214,647	(190,142) 11%
Expenditures				
8102200 · Special Services				
8102230 · Legal Fees	0	0	500	(500) 0%
8102240 · Audit	0	1,600	1,600	0 100%
Total 8102200 · Special Services	0	1,600	2,100	(500) 76%
8102300 · Consultant Services				
8102310 · Consultant Fees	0	0	10,000	(10,000) 0%
Total 8102300 · Consultant Services	0	0	10,000	(10,000) 0%
8103100 · General Supplies				
8103110 · Office Supplies	0	0	100	(100) 0%
Total 8103100 · General Supplies	0	0	100	(100) 0%
8104200 · Travel Expense				
8104210 · Travel Expense	0	0	1,000	(1,000) 0%
8104220 · Professional Development	0	0	2,300	(2,300) 0%
Total 8104200 · Travel Expense	0	0	3,300	(3,300) 0%

Ovilla 4B Economic Development Corporation
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over		% of Budget
			(Under)	Budget	
	December 2016	'Oct - Dec 2016	Budget	Budget	Thru December
8105300 - Printing					
8105320 - Printing Expense	0	0	300	(300)	0%
Total 8105300 - Printing	0	0	300	(300)	0%
8105600 - Insurance					
8105620 - Insurance - Liability	0	37	147	(110)	25%
Total 8105600 - Insurance	0	37	147	(110)	25%
8105700 - Other Expenses					
8105705 - Postage	0	0	100	(100)	0%
8105730 - Memberships		0	3,350	(3,350)	0%
8105740 - Advertising	0	0	5,300	(5,300)	0%
Total 8105700 - Other Expenses	0	0	8,750	(8,750)	0%
816400 - Minor Capital Outlay					
8106420 - Buildings	0	0	75,000	(75,000)	0%
8107490 - Other Signs		30,000		(30,000)	0%
Total 8106400 - Minor Capital Outlay	0	0	105,000	(105,000)	0%
8109000 - Reserves					
8109015 - Administrative Reserves	0	0	82,450	(82,450)	0%
8109215 - Admin. Expense to General Fund	625	625	2,500	(1,875)	25%
Total 8109000 - Reserves	625	625	84,950	(84,325)	1%
Total Expenditures	625	2,262	214,647	(212,385)	1%
Net Change in Fund Balance	6,383	22,243	0	22,243	100%

Ovilla Municipal Development District
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget	Thru December
			Budget	25%
Revenues				
4000100 · Taxes				
4000120 · Sales tax	3,599	11,831	41,515	(29,684) 28%
Total 4000100 · Taxes	3,599	11,831	41,515	(29,684) 28%
4000800 · Other Revenue				
4000840 · Interest Income	52	151	476	(325) 32%
Total 4000800 · Other Revenue	52	151	476	(325) 32%
Total Revenues	3,651	11,982	41,991	(30,009) 29%
Expenditures				
9102200 · Special Services				
9102240 · Audit	0	1,600	1,600	0 100%
Total 9102200 · Special Services	0	1,600	1,600	0 100%
9103100 · General Supplies				
9103110 · Office Supplies	0	0	100	(100) 0%
Total 9103100 · General Supplies	0	0	100	(100) 0%
9105600 · Insurance				
9105620 · Insurance - Liability	0	37	147	(110) 25%
Total 9105600 · Insurance	0	37	147	(110) 25%
9109000 · Reserves				
9109015 · Administrative Reserves	0	0	39,644	(39,644) 0%
9109215 · Admin. Expense to General Fund	125	125	500	(375) 25%
Total 9109000 · Reserves	125	125	40,144	(40,019) 0%
Total Expenditures	125	1,762	41,991	(40,229) 4%
Net Change in Fund Balance	3,526	10,221	0	10,221 100%

Ovilla Employee Benefit Trust
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)		% of Budget
	December 2016	'Oct - Dec 2016	Budget	Budget	Thru December 25%
Revenues					
4000991 · Insurance Contributions					
4000991 Insurance Contributions	16,715	51,027	0	51,027	100%
Total 4000991 · Insurance Contributions	16,715	51,027	0	51,027	100%
4000800 - Other Income					
4000840 - Interest Income	0	3	0	3	100%
Total Revenues	16,716	51,030	0	51,030	100%
Expenditures					
5902110 · Benefit Premiums					
5902110 · Benefit Premiums	16,715	51,027	0	51,027	100%
Total 5902110 · Insurance	16,715	51,027	0	51,027	100%
Total Expenditures	16,715	51,027	0	51,027	100%
Net Change in Fund Balance	0	3	0	3	100%

Ovilla Fire Department Auxiliary
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	December 2016	'Oct - Dec 2016	Budget	Thru December
			Budget	25%
Revenues				
4000800 · Other Revenue				
4000815 · Gifts	0	0	0	0%
Total 4000800 · Other Revenue	0	0	0	0%
Total Revenues	0	0	0	0%
Expenditures				
5333400 · Maintenance Supplies and Parts				
5333460 · Supplies - Miscellaneous	0	0	0	0%
Total 5333400 · Maintenance Supplies and Parts	0	0	0	0%
Total Expenditures	0	0	0	0%
Net Change in Fund Balance	0	0	0	0%

Ovilla Police Department Special Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current		Budget	\$ Over (Under)	% of Budget
	December 2016	Year to Date			
					25%
Revenues					
4000800 · Other Revenue					
4000815 · Gifts	0	80	0	80	100.0%
Total 4000800 · Other Revenue	0	80	0	80	100.0%
Total Revenues	0	80	0	80	100.0%
Expenditures					
5232600 · Special Expenses					
5232690 · Special Expenses - Other	272	272	0	272	100.0%
Total 5232600 · Special Expenses	272	272	0	272	100.0%
Total Expenditures	272	272	0	272	100.0%
Net Income	(272)	(192)	0	(192)	100%

Name	Account #	Previous Balance	NEW BALANCE	As Of
<u>Debt Fund</u>	*0291	390,996.58	415,520.78	2/9/2017
<u>General Fund Reserve</u>	608	56,028.91	56,028.91	2/9/2017
<u>GF Reserve CD</u>	*0694	246,723.74	246,723.74	2/9/2017
<u>Water Impact</u>	*2322	81,105.71	81,105.71	2/9/2017
<u>4B EDC</u>	*3691	552,256.03	552,256.03	2/9/2017
<u>Fire Dept. Auxil.</u>	*3909	1,050.00	1,050.00	2/9/2017
<u>Water Money Market</u>	*4323	188,923.24	188,923.24	2/9/2017
<u>MDD Fund</u>	*7451	181,304.67	181,304.67	2/9/2017
<u>Water Credit Card</u>	*7531	139.18	139.18	2/9/2017
<u>GF Reserves Money Mkt.</u>	*7583	127,959.23	127,959.23	2/9/2017
<u>GF Money Market</u>	*7605	230,117.81	230,117.81	2/9/2017
<u>Park Fund Money Mkt.</u>	*7613	70,824.75	70,824.75	2/9/2017
<u>Capital Projects Money Mkt.</u>	*7648	130,401.88	130,401.88	2/9/2017
<u>W&S Impact-Sewer</u>	*8699	42,251.64	42,251.64	2/9/2017
<u>employee benefit trust</u>	*8777	359.72	240.96	2/9/2017
<u>GF Operating</u>	*9437	1,515,098.87	1,549,997.32	2/9/2017
<u>W&S Fund Operating</u>	*9445	626,331.63	600,442.29	2/9/2017
<u>Police Special Fund</u>	*9792	38.56	38.56	2/9/2017
SUB TOTAL		4,441,912.15	4,475,326.70	
TexPool - CAPITAL PROJECT	1878	308.16	308.16	2/9/2017
TexStar - GENERAL FUND	1110	3,742.51	3,744.30	2/9/2017
TexStar - GENERAL FUND	1120	932.92	933.29	2/9/2017
TexStar - W&S IMPACT	3540	3,166.91	3,168.41	2/9/2017
TexStar - CAPITAL PROJECT	5340	1,401.59	1,402.21	2/9/2017
TexStar - W&S FUND	5350	1,149.50	1,150.07	2/9/2017
Bryson Manor - GENERAL FUND	8662	197,485.33	197,485.33	2/9/2017
TOTAL BANK BALANCES		4,650,099.07	4,683,518.47	



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - January 30, 2017 through February 3, 2017

This report is to provide you an overview of City Manager information items for the week ending February 3, 2017. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

City Council "To Do" List for City Manager

This list does not include current/future agenda items (future agenda items requested by City Council members at a regular meeting) that are already in the works. To make this list, I am requesting that each council member follow up their verbal request and/or text request with an e-mail or some other form of written communication.

1. Edge striping of: Silverwood Drive-Willowwood Lane to Shadowwood Trail, Shadowwood Trail-Silverwood Drive to Elmwood Drive, Water Street-Bridge to West Main, Cockrell Hill Road-Water Street to West Main and Lariat Trail-Cockrell Hill Road to Westmoreland Road. Work will include edge striping, centerline reflective markers on Lariat Trail and Water Street/Cockrell Hill Road and a stop bar on both ends of Lariat Trail and Water Street at West Main Street. Staff received quotes for this work. **Striping and the installation of centerline markers was completed today Friday, February 3.**
2. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract. I sent a letter to ESD No. 4 dated December 13 that was included in the December 16 Activity Report. I have received no response. ESD No. 4 did include the letter during Executive Session at their January 23 meeting. The letter was discussed and tabled until the board members had time to think about the issue.

Park Board and Planning and Zoning Commission

The Park Board will meet at 6:00 PM on Monday, February 6. There will not be a meeting of the Planning and Zoning Commission.

Audit

I am in receipt of the annual financial report for the fiscal year ended September 30, 2016. This report will be on the February 13 City Council meeting agenda. I delivered a copy to each member of the City Council on Monday, January 30. Please bring the report with you to the February 13 City Council meeting.



Fire Hydrant

The fire hydrant in front of 401 Shadowwood has been replaced with a new fire hydrant assembly which includes a four-foot barrel section. This new fire hydrant is operational with the bottom flange being approximately 6"-8" above grade.

Drainage Work

Public Works is in the process of cleaning out, installing base course and installing a hot mix paved surface along a drainage way at the north end of Edgewood Lane. The work will continue upstream to an existing culvert outlet at Suburban Drive. This work will provide for better storm water flow in the area protecting properties along the north side of the Ashburne Glen subdivision.

Spaghetti Dinner

Two weeks from today (February 17) will be the annual Spaghetti Dinner sponsored by the Ovilla Service League. The event is from 6:00 PM to 8:00 PM and will be held at the Ovilla Road Baptist Church. Tickets are available at the door and from members of the Service League.

Winter Averaging

Winter averaging which began last November is about to end. Customers that are on City sewer are charged each month for their contribution to the sewer system based on their water usage during the winter months. Water usage is averaged during the three-month period of a portion of November, all December, all January and a portion of February. This winter average is the maximum amount customers pay for sewer from March to the following March. The sewer bill will be less if less water is used than the winter average.



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - January 23, 2017 through January 27, 2017

This report is to provide you an overview of City Manager information items for the week ending January 27, 2017. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

City Council "To Do" List for City Manager

This list does not include current/future agenda items (future agenda items requested by City Council members at a regular meeting) that are already in the works. To make this list, I am requesting that each council member follow up their verbal request and/or text request with an e-mail or some other form of written communication.

1. Edge striping of: Silverwood Drive-Willowwood Lane to Shadowwood Trail, Shadowwood Trail-Silverwood Drive to Elmwood Drive, Water Street-Bridge to West Main, Cockrell Hill Road-Water Street to West Main and Lariat Trail-Cockrell Hill Road to Westmoreland Road. Work will include edge striping, centerline reflective markers on Lariat Trail and Water Street/Cockrell Hill Road and a stop bar on both ends of Lariat Trail and Water Street at West Main Street. Staff received quotes for this work. Striping should commence this month.
2. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract. I sent a letter to ESD No. 4 dated December 13 that was included in the December 16 Activity Report. I have received no response. **ESD No. 4 did include the letter during Executive Session at their January 23 meeting. The letter was discussed and tabled until the board members had time to think about the issue.**

Message from Ellis County

The following is a message for all elected officials.

The Ellis County Office of Emergency Management will be hosting an ICS-402 class on Thursday March 9th, 2017 at 9am here at the Ellis County Courts Building (109 South Jackson Street, Waxahachie). This will be for officials and administrators in Ellis County and the cities within only.

Officials are required to be NIMS compliant by taking at least 3 hours of Emergency Management training within the first 180 days of taking office.



This is a 3.5-hour class that is an orientation to the Incident Command System (ICS). This is for those officials who do not have ICS 300 and ICS 400 already, or that want a refresher in disaster response. This course is an approved substitute for ICS 300 and ICS 400.

Please forward this to all of your officials and administrators as we only offer this every other year.

FEMA ICS-402

ICS Overview for Executives and Senior Officials

Thursday March 9th, 2017

9am-11:30am

Course Overview

This course provides executives and senior officials (including elected officials, city/county managers, and agency administrators) an orientation to the Incident Command System (ICS). This facilitated workshop allows executives or senior officials to discuss the issues and challenges related to the management of all-hazard emergencies that may occur in their jurisdictions. The course utilizes multimedia scenarios and vignettes that highlight key issues and facilitate discussion. It will be conducted as a facilitated workshop and will integrate multimedia scenarios and vignettes that highlight the key issues and facilitate discussion.

Topics

- Define the role of an Executive relative to the ICS
- Describe the various ways ICS can be applied
- Describe the basic organization of ICS and know the functional responsibilities of the Command and General Staffs
- Describe basic ICS terminology
- Identify the differences between incident/event ICS organizations and the activities accomplished by area Commands, EOC's and MACS
- Describe the major responsibilities of an Executive as related to an incident/event, including the agency administrator briefing and delegation of authority
- Explain the administrative, logistical, financial and reporting implications of large incident/event level considerations operations



Audience

Elected officials, senior executive, senior managers and agency administrators with policy or response responsibilities before, during, or after a disaster.

NIMS Compliance

This course is NIMS compliant and meets the NIMS Baseline Training requirements for ICS-402.

The class is Free but you must register by emailing - EMC@CO.ELLIS.TX.US

Thank you,

Stephanie Parker

Emergency Management Coordinator

Ellis County Emergency Management

109 S. Jackson Street

Waxahachie, TX 75165

Office- (972) 825-5199

Twitter- @EMC_Parker

Facebook- Ellis County Emergency Management

"By failing to prepare, you are preparing to fail" Benjamin Franklin





Audit

I am in receipt of the annual financial report for the fiscal year ended September 30, 2016. This report will be on the February 13 City Council meeting agenda. I will provide a copy to each member in advance of the other packet information so you have adequate time to review.

Bryson Manor Phase I and II

The information below was sent to the developer, the developer's engineer and the developer's attorney. All three call me individually requesting various information, so I sent the following to them to summarize.

"This e-mail will summarize the status of the final plat for Bryson Manor Phase 2. Before I get into Phase 2, I want to discuss the mail service in Phase I. James, you called me last Friday (1.20.2017) and told me that no mail was being delivered to the residences in Phase I. I called the Red Oak Post Office and I was told by their post master that they do not serve any of Bryson Manor. The Ovilla Parc Subdivision was as far west as they go. He told me that the Midlothian Post Office served the Bryson Manor area. I called the Midlothian Post Office and it was confirmed that they would deliver mail to Bryson Manor. I was told that they have not begun mail delivery because the developer has not applied for mail service nor provided various documentation that the post office needs. This information was provided to me by the Midlothian post master's assistant. Her name is Rhonda Rogers and she can be contacted at 972.775.3813 or at rhonda.e.rogers@usps.gov.

Bryson Manor Phase II Final Plat

I need the following:

1. A check made payable to the City of Ovilla in the amount of \$6,173.66 plus \$1,900.00 for a total of \$8,073.66. The \$6,173.66 is the amount in excess of the \$1,900.00 that was paid for the preliminary plat application that represents the invoices the city has received for services provided by the city engineer. The \$1,900.00 is the application fee for the final plat.
2. I do have the final plat application but it needs to be signed.
3. I am in receipt of the drainage variance request. (To not require the construction of a concrete lined open channel along the eastern boundary of Bryson Lane adjacent to the subject property).
4. A letter from the City Engineer approving the final plat and construction plans.
5. A receipt showing that all taxes are paid.
6. 15 copies of the final plat and construction plans.

Once I have the above, I will place the Final Plat on the next available Planning and Zoning Commission meeting (and from there it will go to the City Council). The next



meeting of the P&Z is Monday, February 6. If I have the above no later than Monday, January 30 at noon, I will place the Final Plat on the P&Z agenda.”



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - January 16, 2017 through January 20, 2017

This report is to provide you an overview of City Manager information items for the week ending January 20, 2017. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

City Council "To Do" List for City Manager

This list does not include current/future agenda items (future agenda items requested by City Council members at a regular meeting) that are already in the works. To make this list, I am requesting that each council member follow up their verbal request and/or text request with an e-mail or some other form of written communication.

1. Edge striping of: Silverwood Drive-Willowwood Lane to Shadowwood Trail, Shadowwood Trail-Silverwood Drive to Elmwood Drive, Water Street-Bridge to West Main, Cockrell Hill Road-Water Street to West Main and Lariat Trail-Cockrell Hill Road to Westmoreland Road. Work will include edge striping, centerline reflective markers on Lariat Trail and Water Street/Cockrell Hill Road and a stop bar on both ends of Lariat Trail and Water Street at West Main Street. Staff received quotes for this work. Striping should commence this month.
2. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract. I sent a letter to ESD No. 4 dated December 13 that was included in the December 16 Activity Report. I have received no response.

FM 664

The following statement is from TxDOT.

"The FM 664 project was originally scheduled to bid in February, but this has been deferred due to responses and adjustment schedules from respective utility owners. We will schedule the letting of this project to occur after adjustments are complete. We are working through the utility coordination process at this time. Most owners are able to complete adjustments by the end of summer, but AT&T is the long-lead item. AT&T's time estimate for adjustments ranges from one to two years. We are hopeful that continuing discussions with AT&T will shorten this time estimate."

City staff is proceeding with our relocation efforts of our waterlines at FM 664 and Westmoreland.



Town Topics

Staff is expediting the publication of Town Topics in an effort to include information regarding the Service League Spaghetti Dinner on February 17.

Sexual Harassment Training

All employees will be taking a Sexual Harassment Training course. This course is provided by the Texas Municipal League and consists of a video with a test included. Once the course is complete and a successful passing score achieved, a certificate is issued to the individual which will in turn be placed in their personnel file.

12" Waterline through Heritage Park

As you are aware, our City Engineer is designing a 12" waterline through Heritage Park, across Red Oak Creek to a tie in point along the west side of FM 664. Our City Engineer is in the process of obtaining a permit from TRA to cross their existing sanitary sewer line. The City Engineer has received permission from TRA to pothole their line in order to determine its location and depth. The pothole is scheduled for January 26th. Bid documents should then be provided soon.



To: Honorable Mayor and Council Members

From: Dennis Burn, City Manager

Subject: Information Report - January 9, 2017 through January 13, 2017

This report is to provide you an overview of City Manager information items for the week ending January 13, 2017. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

City Council "To Do" List for City Manager

This list does not include current/future agenda items (future agenda items requested by City Council members at a regular meeting) that are already in the works. To make this list, I am requesting that each council member follow up their verbal request and/or text request with an e-mail or some other form of written communication.

1. Edge striping of: Silverwood Drive-Willowwood Lane to Shadowwood Trail, Shadowwood Trail-Silverwood Drive to Elmwood Drive, Water Street-Bridge to West Main, Cockrell Hill Road-Water Street to West Main and Lariat Trail-Cockrell Hill Road to Westmoreland Road. Work will include edge striping, centerline reflective markers on Lariat Trail and Water Street/Cockrell Hill Road and a stop bar on both ends of Lariat Trail and Water Street at West Main Street. Staff received quotes for this work. Striping should commence this month.
2. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract. I sent a letter to ESD No. 4 dated December 13 that was included in the December 16 Activity Report. I have received no response.

Holiday

City offices will be closed on Monday, January 16 in observance of Martin Luther King, Jr. Day.

4B Economic Development Corporation (4B EDC) and Zoning Board of Adjustments (BOA)

There will be a 4B EDC meeting on Tuesday, January 17 at 6:00 PM followed by the BOA meeting at 7:00 PM. Orasi, the city consultant preparing the Strategic Plan, will make a presentation to the 4B EDC at their meeting regarding the draft of the Strategic Plan. Once the 4B EDC has approved the Strategic Plan, the document will be forwarded to the City Council for consideration.



City Council

Tentative items for the February 13 City Council meeting:

1. Public Hearing for the Water and Sewer Impact Fee Study.
2. Audit.
3. Location for the restrooms in Heritage Park.
4. Safe Zone.
5. Citizens on Patrol Program.
6. Establish Clean-Up Day date.
7. Road Maintenance Policy.
8. "Smart" water meters.
9. Contract with Lee Engineering for a proportionality study for Hidden Valley Estates.
10. Executive Session (Property).



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - January 2, 2017 through January 6, 2017

This report is to provide you an overview of City Manager information items for the week ending January 6, 2017. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

City Council "To Do" List for City Manager

This list does not include current/future agenda items (future agenda items requested by City Council members at a regular meeting) that are already in the works. To make this list, I am requesting that each council member follow up their verbal request and/or text request with an e-mail or some other form of written communication.

1. Edge striping of: Silverwood Drive-Willowwood Lane to Shadowwood Trail, Shadowwood Trail-Silverwood Drive to Elmwood Drive, Water Street-Bridge to West Main, Cockrell Hill Road-Water Street to West Main and Lariat Trail-Cockrell Hill Road to Westmoreland Road. Work will include edge striping, centerline reflective markers on Lariat Trail and Water Street/Cockrell Hill Road and a stop bar on both ends of Lariat Trail and Water Street at West Main Street. Staff received quotes for this work. Striping should commence this month.
2. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract. I sent a letter to ESD No. 4 dated December 13 that was included in the December 16 Activity Report. I have received no response.

City Council

There will be a City Council meeting on Monday, January 9 starting with the Briefing Session at 6:00 PM followed by the Regular Session at 6:30 PM.

Sirens

Staff will be advertising for and receiving bids this month for the 3 audible outdoor sirens approved in the FY 2016-2017 Budget. The bid award will be placed on the February City Council agenda.

City Engineer

Our City Engineer is working on the following for us:

1. Bryson Manor Phase I - Ongoing review of the final plat and construction plans.



2. Water and Sewer Impact Fee Study.
3. 12" Water Line through Heritage Park. Bid documents.

Bridge Construction

TxDOT is beginning work on a bridge replacement project at Forest Brook Drive (the roadway) and Red Oak Creek. Weather permitting, the contractor will be closing the roadway beginning on Thursday afternoon, January 5, 2017. The roadway will remain closed to facilitate the replacement of the bridge structure spanning across Red Oak Creek. The contractor anticipates being able to re-open the roadway in early May 2017. A detour will be used to access the residential area within the circular portion of Forest Brook. The detour connects to Hampton Road. Though this project is not in the City of Ovilla, it may affect traffic flow in the far southeast portion of the City. The Police and Fire Departments have been notified.

Audit

Staff has received a draft copy of our audit for Fiscal Year ending September 30, 2016 from Yeldell, Wilson, Wood and Reeve, P.C. Staff reviewed the audit and met with the auditor this week. The audit will be placed on the February City Council agenda.

Safe Zone

Staff is reviewing pricing and implementation of a safe zone at the Police Department parking lot. The information that is gathered will be placed on a City Council agenda.

Ovilla Municipal Court Report

FY-2016-2017	Total Traffic Cases Filed	State Law Cases Filed	Parking Cases Filed	Penal Code Cases Filed	City Ordinance Filed	Trials	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Cases sent to Collections
October	138	1	0	1	9	0	\$17,915.90	\$10,054.10	\$7,861.80	21	21
November	135	2	0	1	3	0	\$11,603.02	\$6,494.25	\$5,108.77	0	0
December	88	3	0	1	0	0	\$20,907.30	\$11,604.30	\$9,303.00	22	22
January	96	3	0	6	2	1	\$14,364.18	\$8,390.20	\$5,973.98	60	60
February											
March											
April											
May											
June											
July											
August											
September											
Totals	457	9	0	9	14	1	\$64,790.40	\$36,542.85	\$28,247.55	103	103

2015-2016 FY

January	103	1	0	0	0	0	\$8,208.30	\$4,486.94	\$3,721.36	8
FY Totals	181	2	6	2	1	1	\$25,304.22	\$16,284.91	\$9,019.31	37

FY-2016-2017	Total # of Warrants	Total Amount of Warrants	Warrants Cleared	Warrants Amount
October	470	\$168,187.57	9	\$1,620.70
November	456	\$162,532.67	14	\$3,453.52
December	464	\$166,215.29	14	\$3,827.60
January	512	\$182,737.26	12	\$908.10
February				
March				
April				
May				
June				
July				
August				
September				
Totals			49	\$9,809.92

Code Enforcement Report
 105 S Cockrell Hill Rd
 Ovilla, TX 75154
 (972) 617-7262

To: Mayor Richard Dormier
 Ovilla City Council
 City Manager Dennis Burn

Subject: **Code Enforcement Monthly Report**

	Jan. 2017	Jan.2017 YTD	Jan. 2016	
Calls For Service				
Complaint (Nuis 20,Permit 7,Parking 11)	38	161	35	
Follow Up (Nuis 21 Permit-8, Parking-12)	41	174	36	
Door Notice (Nui -9, Permit-5, Parking-7)	21	113	28	
Mail Notice (Parking 5 grass 1 nuisance 5)	11	72	23	
Posted Property (Grass 2 nusan 3)	5	23	6	
Court (9 postponed) 2 FTA	\$0	\$169	\$0.00	
Citizen Contacts	49	200	41	
Permits Reviewed	13	57	18	
Permits Issued	8	39	14	
Inspections	14	69	22	
Nuisance Abated by City (1 illegal dumping)	1	5	0	
Nuisance Signs (Garage sale-18 business 24)	42	143	28	
Board of Adjustment - 1 case	1	5	2	

OVILLA ANIMAL CONTROL
105 S Cockrell Hill Rd
Ovilla, TX 75154
(972) 617-7262

To: Mayor Richard Dormier
Ovilla City Council

Subject:Animal Control Monthly Report

Calls For Service	Jan. 2017	Jan 2017 YTD	Jan. 2016	
Complaint (Regist-20 At Large 11 Bark 4)	35	155	30	
Follow up 49	49	198	20	
Door Notice (Regis-20, Bark 1 at large 2)	23	125	5	
Impounded Animal (Dog 4)	4	29	11	
Animal welfare check	5	23	7	
Impound Results (Return-1, Transport 2)	3	28	230	
Impound fee collected	\$35.00	\$435.00	266	
Court()	\$0.00	\$0.00	0	
Citizen Contacts	42	163	38	
Animal Registration (\$144)	12	47	31	
Registration Letter issued	18	81	21	
Nuisance Letter Mailed 1 Barking	1	8	4	
Animals released (2 Skunk)	2	4	0	
Deceased Removed	21	82	23	
Oak Leaf (2 Dog)	2	5	2	
Traps Checked Out	4	11	6	



To: Honorable Mayor and Council Members

From: Mike Dooly, Community Services

Subject: Monthly and Y-T-D Building permits

Activity Report through January 2017:

I. Building permits issued/pending beginning of FY 2016-2017:

Total Homes = 6

Total Other = 68

(Other: plumbing, flatwork, fences, mechanical, swimming pools, etc.)

- January 2017 – New home permits issued/pending: 1 / Other: 19
- December 2016 – New home permits issued/pending: 1 / Other: 25
- November 2016 – New home permits issued/pending: 2 / Other: 9
- October 2016 – New home permits issued/pending: 2 / Other: 15

CONSENT ITEMS C1 – C4

Meeting Date: February 13, 2017

Department: Administration/Finance

Discussion Action

YES NO N/A

Submitted by: Staff

Amount: N/A

Attachments:

- C1. December 2016 Financial Transactions over \$5,000
- C2. Investment Report for quarter ending December 31, 2016
- C3. Committed Fund Balance Report for quarter ending December 31, 2016
- C4. Briefing Session and Minutes of the January 09, 2017 Regular Council Meeting

Discussion / Justification:

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve the consent items as presented.



DATE: February 13, 2017

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Transactions Over \$5,000 For December 2016

**City of Ovilla Expenditures Over \$5,000
for the Month of DECEMBER 2016**

General Fund				
Date	Check#	Payee	Description	Amount
12/1/2016	ach	Quick Books Payroll Service	Payroll	\$ 47,592.82
12/2/2016	45859	US Treasury	Payroll Taxes	\$ 8,739.04
12/2/2016	45867	T.M.R.S.	Retirement	\$ 13,847.88
12/2/2016	45871	Gexa	Electricity	\$ 5,043.30
12/5/2016	45886	Bureau Veritas North America	Inspections	\$ 5,896.27
12/15/2016	ach	Quick Books Payroll Service	Payroll	\$ 46,355.83
12/16/2016	45901	US Treasury	Payroll Taxes	\$ 8,355.78
12/16/2016	45935	Yeldell, Wilson, & Co. PC	Audit	\$ 5,975.00
12/21/2016	45953	Heritage Asphalt	2" Asphalt Overlay Lariat Trail	\$ 141,192.00
12/21/2016	45954	Heritage Asphalt	2" Asphalt Overlay Lariat Trail	\$ 52,000.00
12/21/2016	45952	Larry Moore Concrete	Paving (Meadow Glen)	\$ 7,750.00
12/29/2016	ach	Quick Books Payroll Service	Payroll	\$ 47,901.24
12/30/2016	45959	US Treasury	Payroll Taxes	\$ 8,827.80
12/30/2016	45965	Gexa	Electricity	\$ 5,140.26
12/30/2016	45971	Progressive Waste Solutions	Solid Waste	\$ 17,992.00
12/30/2016	45982	United Health Care	Health Insurance	\$ 11,232.60
Total General Fund Transactions \$5,000 and Over				\$ 433,841.82

Water & Sewer Fund				
Date	Check#	Payee	Description	Amount
12/2/2016	16533	City of Ovilla General Fund	Payroll 12 2 2016	\$ 10,937.95
12/16/2016	16555	City of Ovilla General Fund	Payroll 12 16 16	\$ 10,721.83
12/16/2016	16554	Yeldell, Wilson, & Co. PC	Audit	\$ 7,400.00
12/20/2016	16556	City of Ovilla General Fund	Solid Waste	\$ 23,525.71
12/30/2016	16565	City of Ovilla General Fund	Payroll 12 30 16	\$ 11,146.96
12/30/2016	16572	City of Dallas	Water	\$ 29,185.78
12/30/2016	16581	Trinity River Authority	Wastewater Treatment	\$ 23,898.00
12/30/2016	16583	Trinity River Authority	Wastewater Treatment	\$ 23,830.00
Total Water & Sewer Fund Transactions \$5,000 and Over				\$ 140,646.23



DATE: February 13, 2017

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Investment Report for Quarter Ending December 31, 2016
Fiscal Year 2016-2017

City of Ovilla
 Investment Report
 For Quarter Ending December 31, 2016

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 9-30-2016	Activity During Quarter	Ending Market Value 12/31/2016	Book Value 12/31/2016	Difference	
GENERAL FUND														
GF	Prosperity Bank	Operating	General	6602109437	1012500	N/A	N/A	0.3500%	\$ 1,095,128.55	Interest Earned	\$ 833.94			
										Net Deposit	\$ 963,564.76			
										Net Withdrawals	\$ 1,087,008.42			
										Ending Balance	\$ 972,518.83	\$972,518.83	\$0.00	
GF	Texstar Investment	Pool		701711110	1012525	N/A	N/A	0.3927%	\$ 3,738.44	Interest Earned	\$ 4.07			
										Withdrawal	\$ -			
										Ending Balance	\$ 3,742.51	\$3,742.51	\$0.00	
GF	Prosperity Bank	Money Market		9307605	1012520	3/2/11	N/A	0.2000%	\$229,963.09	Interest Earned	\$ 115.64			
										Withdrawal	\$ -			
										Ending Balance	\$230,078.73	\$230,078.73	\$0.00	
GF	Texstar Investment	Pool		701711120	1011525	N/A	N/A	0.3927%	\$ 931.97	Interest Earned	\$ 0.95	\$932.92	\$932.92	\$0.00
GF	Prosperity Bank	Money Market		9307583	1012250	N/A	N/A	0.2000%	\$ 127,873.20	Interest Earned	\$ 64.30			
	\$240,000 Moved to Citizens National Bank on 8/18/11									Net Deposit	\$ -			
										Net Withdrawals	\$ -			
										Ending Balance	\$ 127,937.50	\$127,937.50	\$0.00	
GF	Prosperity Bank	CD		670010694	1012260	2/25/14	2/25/15	0.0350%	\$ 246,383.11	Interest Earned	\$ 340.63			
	2/25/14 Transferred 243997.77 to Prosperity Bank account 670010694									Net Deposit	\$ -			
										Net Withdrawals	\$ -			
										Ending Balance	\$ 246,723.74	\$246,723.74	\$0.00	
GF	Prosperity Bank	CD		670010608	1012290	10/17/12	10/17/13	0.3000%	\$ 55,916.38	Interest Earned	\$ 42.17	\$55,958.55	\$55,958.55	\$0.00
GF	Prosperity Bank			216188662	1012295	6/25/15	n/a	0.3500%	\$ 197,253.04	Interest Earned	\$ 173.60	\$197,426.64	\$197,426.64	\$0.00
Total General Fund										Total General Fund Balance		\$1,835,319.42	\$1,835,319.42	\$0.00
DEBT SERVICE														
	Savings Account													
Debt	Prosperity Bank	Sinking Fund		6606020291	1010000	N/A	N/A	0.2000%	\$ 52,513.86	Interest Earned	\$ 36.15			
										Deposits	\$ 188,379.75			
										Deductions	\$ -			
										Ending Balance	\$240,929.76	\$240,929.76	\$0.00	
Water & Sewer Utility Fund														
	Operating													
W&S	Prosperity Bank	Utility		6602109445	1021500	N/A	N/A	0.3500%	\$ 510,138.42	Interest Earned	\$ 527.83			
										Net Deposit	\$ 439,258.38			
										Net Withdrawals	\$ 389,718.31			
											\$560,206.32	\$560,206.32	\$0.00	

**City of Ovilla
Investment Report
For Quarter Ending December 31, 2016**

**City of Ovilla
Investment Report
For Quarter Ending December 31, 2016**

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 9-30-2016	Activity During Quarter	Ending Market Value 12/31/2016	Book Value 12/31/2016	Difference
PARK IMPROVEMENT													
Park	Prosperity Bank	Money Market		9307613	1010200	3/16/11	N/A	0.2500%	\$ 70,765.22	Interest Earned	\$ 44.49		
										Deposits	\$ -		
										Withdrawals	\$ -		
										Ending Balance	\$70,809.71	\$70,809.71	\$0.00
											\$70,809.71	\$70,809.71	\$0.00
Ovila 4B EDC													
4B EDC	Prosperity Bank	Operating		4553691	1012500	N/A	N/A	0.3500%	\$ 529,851.15	Interest Earned	\$ 466.28		
										Net Deposit	\$ -		
										Net Withdrawals	\$ -		
										Ending Balance	\$ 530,317.43	\$530,317.43	\$0.00
Municipal Development District													
MDD	Prosperity Bank	Operating		6457451	1012501	N/A	N/A	0.3500%	\$ 165,031.63	Interest Earned	\$ 150.97		
										Net Deposit	\$ 11,831.36		
										Net Withdrawals	\$ -		
										Ending Balance	\$177,013.96	\$177,013.96	\$0.00
Police Dept. Special Fund													
Police	Prosperity Bank	Operating								Interest Earned	\$ -		
Special	Prosperity Bank			11039792	1001010	N/A	N/A	0.0000%	\$ 210.76	Net Deposit	\$ 80.00		
										Net Withdrawals	\$ 272.20		
										Ending Balance	\$18.56	\$18.56	\$0.00
Fire Dept. Auxiliary Fund													
Fire	Prosperity Bank	Operating								Interest Earned	\$ -		
Auxil.	Prosperity Bank			11003909	1010000	N/A	N/A	0.0000%	\$ 1,050.00	Net Deposit	\$ -		
										Net Withdrawals	\$ -		
										Ending Balance	\$1,050.00	\$1,050.00	\$0.00
Employee Benefit Trust													
Empl.	Prosperity Bank	Operating								Interest Earned	\$ 2.73		
Bene	Prosperity Bank			215058777	1025000	9/15/14	N/A	0.3500%	\$ 17.41	Net Deposit	\$ 51,466.91		
Trust										Net Withdrawals	\$ 51,466.91		
										Ending Balance	\$20.14	\$20.14	\$0.00
										Total Investments	\$3,864,461.61	\$3,864,461.61	\$0.00



DATE: February 13, 2017

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Committed Fund Balance Report for Quarter Ending December 31, 2016

City of Ovilla
 Committed Fund Balance Report
 for General Fund
 as of Quarter Ending December 31, 2016

GENERAL
 FUND
 2016-2017

Description	Account Number	Budget Amount
Total General Fund 2016-2017 Budget		3,312,825
CAPITAL ASSETS and RESERVE ACCOUNTS:		
Machinery and Equipment	5106440	(1,000)
Furniture	5106465	(1,000)
Audio and Visual Equipment	5106470	0
Buildings	5107420	0
Machinery and Equipment	5107440	(54,000)
Reserve for Contingency	5109001	(2,390)
Reserve for PD and FD Radios	5109015	(90,000)
Machinery and Equipment	5206440	(6,200)
Personal Protective Equipment	5206445	(2,600)
Capital Outlay - Vehicles	5206450	(49,000)
Machinery and Equipment	5306440	(10,300)
Personal Protective Equipment	5306445	(20,247)
Machinery and Equipment	5406440	(1,000)
Machinery and Equipment	5506440	(2,500)
Personal Protective Equipment	5506445	(300)
Machinery and Equipment	5507440	(10,000)
Machinery and Equipment	5606440	(2,000)
4B EDC Restroom Land Improvements	5607410	(75,000)
4B EDC Monument Signs	5607415	(30,000)
Machinery and Equipment	5607440	(6,000)
Total 2015-2016 Budget Less Capital Assets and Reserve		2,949,288
Resolution Number 2013-002		25%
REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND		\$ 737,322.00

ALL G/F BANK ACCOUNT BALANCES AS OF 12/31/2016		
Prosperity Bank (Operating Acct 9437)	1012500	\$ 972,518.83
Prosperity Money Market (Acct #9307605)	1012520	\$ 230,078.73
TexStar Reserves (Acct. #07017-1110)	1012525	\$ 3,742.51
TexStar Money Market (Acct 1112)	1011525	\$ 932.92
Prosperity Money Market Reserve (Acct. #9307583)	1012250	\$ 127,937.50
Prosperity CD (Acct. #670010694)	1012260	\$ 246,723.74
Prosperity Bank CD (Acct. #670010608)	1012290	\$ 55,958.55
ALL BANK ACCOUNTS Total Unassigned Fund Balance in General Fund		\$ 1,637,892.78
REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND		\$ 737,322.00
Excess in Unassigned Fund Balance in ALL ACCOUNTS		\$ 900,570.78
SALE OF ASSET: FIRE RESCUE PUMP AND TANK \$91,000, LESS BROKER FEE OF \$6,370 AND POSTAGE FEE OF \$7.10		\$ (84,622.90)
SALE OF ASSET: FIRE BRUSH TRUCK 4/2016 \$14,000 LESS 10% BROKER FEE \$1,400		\$ (12,600.00)
SALE OF ASSET: FIRE TRUCK 11/2016 \$5,500 LESS 10% BROKER FEE \$550		\$ (4,950.00)
SALE OF ASSET: 1990 PUMP TRUCK 1/1817 \$9,600 LESS 10% BROKER FEE \$960		\$ (8,640.00)
FIRE DEPARTMENT EQUIPMENT PURCHASE - 2016 COMMAND VEHICLE equipment contribution		\$ 55,000.00
FIRE AND POLICE DEPARTMENT RADIO EQUIPMENT PURCHASE GRAND TOTAL \$187,539.20 city equip acct 40,000,		\$ 40,000.00
BALANCE AVAILABLE FROM SALE OF EQUIPMENT		\$ (15,812.90)

CITY OF OVILLA MINUTES

Monday, January 09, 2017

City Council Briefing Session

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Council Briefing Session of the Ovilla City Council to order at 6:00 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Mayor Pro Tem, Place 3,
Doug Hunt	Council Member, Place 4
Michael Myers	Council Member, Place 5

Mayor Dormier announced all Council members were present, thus constituting a quorum. Various department directors and staff were also present. Staff presented Council with future agenda items and/or pending items still under staff review.

CALL TO ORDER

CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.

1. Council, Mr. Burn and staff reviewed each item on the agenda. There was discussion on the future street light on 664 at East Highland Road regarding the city's responsibility of a monthly fee. There, however, would not be an installation fee for the new light.
2. PL5 Myers asked staff to continue research on the collection of warrants.
3. PL5 Myers inquired about the tracking of Bureau Veritas' inspections.
4. Council and Police Chief Windham discussed Item 2, Citizens on Patrol.

ADJOURNMENT

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:24 p.m.

ATTEST:

Richard A. Dormier, Mayor

Pamela Woodall, City Secretary

Approved February 13, 2017

CITY OF OVILLA MINUTES

Monday, January 09, 2017

Regular City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 6:30 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4
Michael Myers	Council Member, Place 5

Mayor Dormier announced that all Council members were present, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present.

CALL TO ORDER

Mayor Pro Tem Griffin gave the Invocation and PL1 Huber led the recitation of the Pledge of Allegiance.

COMMENTS, PRESENTATIONS & REPORTS

Citizen Comments

1. None.

Department Activity Reports / Discussion

Police Department

Police Chief B. Windham

Monthly Report was reviewed.

1. Chief Windham updated Council on the departments serving of warrants.
2. Mayor Pro Tem Griffin voice appreciation that Ovilla PD still conducted house checks when homeowners were out of town.
3. Chief Windham introduced new part-time officer Mike Layne, from Desoto Police Department.

Fire Department

Fire Asst. Chief K. Lindsey

Monthly Report was reviewed.

1. Fire Chief Kennedy distributed a map marking the (pending) three new solar sirens placement within the city. Chief Kennedy advised Council that the cost was under \$50,000, so there was not a need for sealed bids.

Public Works

Public Works Director B. Piland

Monthly Report was reviewed.

1. PW Director Piland advised that the lift station issues were repaired.
2. Annual clean-up was coming in April and an agenda item to set the date would be brought to Council in February.
3. Monthly Park Maintenance sheets were reviewed.

Finance Department reports were reviewed:

City Manager D. Burn

1. November 2016 Financials.
 - a. Mayor Dormier questioned a fire department line item over budget for educational aids at the new McClatchey Elementary School.
2. Bank balances as of January 03, 2017 were reviewed.
3. Accountant L. Harding advised that the Audit was being finalized and coming before Council soon.

Administration

City Manager D. Burn

City Manager Reports were reviewed.

Monthly Municipal Court Report was reviewed.
Monthly Code/Animal Control Reports were reviewed.

City Secretary P. Woodall
Code/AC Officer M. Dooly

CONSENT AGENDA

- C1. November 2016 Financial Transactions over \$5,000
- C2. Briefing Session and Minutes of the December 12, 2016 Regular Council Meeting
- C3. Briefing Session and Minutes of the November 14, 2016 Regular Council Meeting

PL2 Stevenson moved to approve the consent items as presented, seconded by PL4 Hunt.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 5-0.

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Review and consider the preparation of a Road Maintenance Plan for the City of Ovilla and direct staff as necessary.

City Manager advised Council that staff was currently in the process of preparing a Road Maintenance Plan. An actual plan had not been finalized for presentation to the City Council, however, some of the important areas to be included in the plan were shared with Council:

1. **Warranties.** Inspect roadway improvements provided by contract companies prior to the expiration of the warranty. Current projects under warranty and their expiration dates are: (1) Bryson Manor Phase I (May 2, 2018), (2) Ovilla Oaks Subdivision streets (December 1, 2017), Cockrell Hill Road (August 25, 2018), Water Street (December 20, 2018) and Lariat Trail (December 20, 2018).
2. **Subdivisions.** Inspect contractor work as the project progresses.
3. **Road Inventory/Rating.** Review and update the 10-Year Paving Capital Improvement Program and rate roadways on a scale of satisfactory (rated 1) to unsatisfactory (rated 5).
4. **Road Repairs.** Continue pothole patching, as potholes appear, by driving along the roadways and determining needs before the problem gets worse.
5. **Check List.** Maintain a check list (similar to the Park check list) to note roadway conditions.
6. **Major Repairs and Rehabilitation.** Contract with Dallas County, Ellis County and private contractors for projects that are beyond the capabilities of City staff.

Discussion only. No Action.

ITEM 2. DISCUSSION/ACTION – Consideration of and action on enacting a City of Ovilla Citizens on Patrol Program and adopting an operating procedure for the program, directing staff to proceed and return with a program suitable for Ovilla for Council consideration.

Police Chief Windham shared with Council the department's desire to begin a Citizens on Patrol Program (COP). The program involves citizens taking some responsibility for their community and working with the police to make it a better, safer place. Chief Windham continued stating that the program involves minimal public contact and is not designed to replace police officers or to put citizens in harms way. It is designed to get the citizens involved in the preservation of their community and to assist police in the day-to-day duties of officers. This program would also and most likely half of the time assist in the reporting code violations. The department currently has two individuals that have expressed interest in starting the program. Chief Windham also shared that he know an individual that is an experienced COP leader that has offered to assist Ovilla PD in starting the program. This type program is well established across the North Texas area. Staff will confirm that the COP activities are well covered under volunteers with Texas Municipal League (TML), so insurance and liability coverage should not be a problem. This program would require expending a small amount of money for some proper shirts and some signage for vehicles. Chief Windham advised that he believes the investment is minimal for what we would be receiving in return. Community support is very much in demand these days and

this is another way to build a community support organization. Council's consensus was to have staff verify TML liability coverage and proceed with the preparation of the program.

Discussion only. No Action.

ITEM 3. DISCUSSION/ACTION – Consideration of and Action on Ordinance 2017-01 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2017 for the purpose of electing Mayor and two council members (Places 2 and 4) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date.

DISCUSIÓN/ACCIÓN – Consideración de una Acción a partir de la Ordenanza 2017-01 del Gobierno Municipal de la Ciudad de Ovilla, Texas, donde se autoriza la organización de elecciones generales para el día 06 de mayo de 2017 con el objeto de firma del alcalde y elegir dos miembros del gobierno municipal (cargos 2, y 4) cuyo período ha expirado y por parte de votantes calificados de Ovilla; estipulando el método de votación; estipulando el nombramiento de la Secretaría de Votación Anticipada; el Juez de Elección Anticipada, el Consejo de Boletas de Votación Anticipada; estipulando el arriendo de equipamiento para elecciones y estipulando la publicación, en conformidad con el Código de Elecciones de Texas {EC §3.004, 3.006, 41001-008, 85.004, 85.007} y estipulando una fecha efectiva.

Ordinance 2017-01 was presented to Council and according to state law, this requires the City Council to authorize the Order of General Election. May 06, 2017 is uniform Election Day. The prepared ordinance calls the election and outlines procedures consistent with the TX Election Code; designating the polling place for early voting and Election Day, the method of voting, appointment of the early voting clerk, appointment of the Ballot Board and Presiding Election Judge and the lease of election equipment.

Early Voting takes place from April 24, 2017, through May 02, 2017 at the Ovilla Municipal Building, same location as in past years. Election Day voting will be held in the Council Chamber Room.

A lease agreement from Ellis County for the Auto Mark (election equipment) will be presented to Council at a later meeting when it becomes available from the County.

Law requires that two of those days during early voting by personal appearance have extended hours from 7:00 A.M. to 7:00 P.M., on designated dates. The recommended two days for 12-hour early voting for the May 06, 2017 General Election are Monday, May 01, 2017 and Tuesday, May 02, 2017.

PL4 Hunt moved that Council approve Ordinance 2017-01 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2017 for the purpose of electing a mayor and two council members (Places 2 and 4) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date, seconded by PL2 Stevenson. *No oppositions, no abstentions.*

VOTE: The motion to approve carried unanimously: 5-0.

ITEM 4. DISCUSSION/ACTION – Consideration of and action on Resolution R2017-01 of the City Council of the City of Ovilla, Texas, appointing a deputy city secretary and providing an effective date.

Staff presented Resolution 2017-01 to Council with justification that this appointment would benefit staff and Council to have a deputy city secretary able to act in complete and official capacity as the city secretary in the

event of an emergency absence. This requires Council to make an appointment. Glennell Miller has been with Ovilla since 2012 as an assistant to the city secretary. With Council's approval and appointment of Ms. Miller as Deputy City Secretary, the city manager will revise her job description. There will not be a monetary change for this position's title change.

Mayor Pro Tem Griffin moved to approve Resolution R2107-01 of the City Council of the City of Ovilla, Texas, appointing Glennell Miller as Deputy City Secretary, effective January 09, 2017, seconded by PL1 Huber.
No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 5-0.

ITEM 5. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

None. No action.

EXECUTIVE SESSION - None.

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

1. Mayor Dormier	None
2. PL1 Huber	Reminder of Ovilla Service League Spaghetti Dinner 02/17.
3. PL2 Stevenson	None
4. PL3 Griffin	Recognize Ms. Dani Muckleroy for her leadership work with the Salvation Army. Additionally, would like an executive session next month regarding property purchase.
5. PL4 Hunt	Agenda Item for "safe zone" internet purchases /meeting at the police station.
6. PL5 Myers	Check the allowance of certain court procedures handled over the phone. Action item for Smart water meters.
7. City Manager	Item for restrooms coming in February. Audit coming. Road Maintenance Plan, including equipment and personnel.

ADJOURNMENT

PL2 Stevenson moved to adjourn the January 09, 2017 Council Meeting, seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 7:25 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved February 13, 2017

Ovilla City Council

PUBLIC HEARING

Meeting Date: February 13, 2017

Department: Administration

Discussion Action

Receive comments regarding the proposed update to the Land Use Assumptions and Capital Improvement Plan for the Impact Fee Update

Attachments:
NOTICE
Agenda Item / Topic:
Receive public comments on amending the updated Land Use Assumptions and Capital Improvements Plan for the Impact Fee Update in the City of Ovilla, based on a recommendation from the Capital Improvement and Impact Fee Advisory Committee.
Discussion / Justification:
<p>BACKGROUND: The City's current Five-Year Water and Wastewater Impact Fee Study was completed in June 2011 and due for an update. November 2015, Council approved an Engineering Services Agreement by and between the City of Ovilla and Birkhoff, Hendricks and Carter, L.L.P., to complete an analysis of the June 2011 Water and Wastewater Impact Fee Study and prepare an update based on capital projects, population and updated land use to develop a new impact fee review.</p> <p>The Comprehensive Land Use Plan was completed in August 2016.</p>

**NOTICE OF PUBLIC HEARING
CITY OF OVILLA, TEXAS**

MONDAY, FEBRUARY 13, 2017

6:30 P.M.

Council Chamber Room

NOTICE is hereby given that a PUBLIC HEARING will be held by the Ovilla City Council, as Governing Body of the City of Ovilla, at a Regular Council Meeting on Monday, February 13, 2017 at 6:30 P.M. in the City Hall Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, as follows:

NOTICE OF PUBLIC HEARING ON THE LAND USE ASSUMPTION PLAN, CAPITAL IMPROVEMENT PLAN AND UPDATING WATER AND WASTEWATER IMPACT FEES.

The City Council of the City of Ovilla, Texas will hold a public hearing at 6:30 p.m. on Monday February 13, 2017, for the purpose of receiving comments regarding its consideration of the Land Use Assumption Plan, Capital Improvement Plan and updating Water and Wastewater Impact Fees.

Any member of the public has the right to appear at the hearing and present evidence for or against the plan and proposed fees.

Copies of the land use assumptions, capital improvements plan and proposed impact fees may be obtained from the office of the City Secretary, at Ovilla City Hall 105 S. Cockrell Hill Road, Ovilla, Texas.

AGENDA ITEM REPORT

Item 1

Meeting Date: February 13, 2017

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Dennis Burn

Amount: N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant Other: PW Director Piland, Engineer Andrew Mata

Attachments:

1. Resolution R2017-02
2. Planning and Zoning Commission Certificate of Approval
3. Water Distribution System 2016-2026 Capital Improvement Plan
4. Wastewater Collection System 2016-2026 Capital Improvement Plan – Project Cost
5. Wastewater Collection System 10-year Capital Improvement Plan
6. Water Distribution System 10-year Capital Improvement Plan – Project Cost
7. Ordinance 2016-12 Comprehensive Land Use Plan
8. Fee Study Schedule

Agenda Item / Topic:

ITEM 1. **DISCUSSION/ACTION** – Consideration of and Action on Resolution R2017-02 of the City of Ovilla, Texas, approving the Land Use Assumptions and Capital Improvements Plan for the City's proposed Water and Wastewater Impact Fee Service Area; based on recommendation from the Capital Improvement and Impact Fee Advisory Committee and declaring an effective date.

Discussion / Justification:

November 2015, Council approved an Engineering Services Agreement by and between the City of Ovilla and Birkhoff, Hendricks and Carter, L.L.P., to complete an analysis of the June 2011 Water and Wastewater Impact Fee Study and prepare an update based on capital projects, population and updated land use. Water and wastewater fees were updated in 2014. The Comprehensive Land Use Plan was completed in August 2016.

Water and Wastewater (Sewer) Impact Fees are an assessment imposed by a political subdivision for new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development. Any developer seeking a building permit for a new development (residential or commercial) that will generate additional use of utility resources will be responsible for paying Impact Fees. As it pertains to Impact Fees, the "developer" shall mean any person, company, agency, or entity that is undertaking a project. This includes non-profit entities, churches, and individuals subdividing land for family members as well as those whose primary business is developing land or constructing homes or businesses for profit. School districts are exempt from water and wastewater impact fees.

Texas Local Government Code Chapter 395.054 provides for the process to review and amend the Land Assumptions, CIP and Impact Fees. The current impact fees were established/amended in 2014. The allowable maximum water impact fee is \$3,311 and the allowable maximum wastewater impact fee is \$1,441. Both fees are per new living unit.

The Planning and Zoning Commission Advisory Committee (Capital Improvement and Impact Fee Advisory Committee) hereby forward recommendation to approve the Land Use Assumptions and Capital Improvements Plan for the proposed Water and Wastewater Impact Fee update. The Impact Fee update will be brought before Council for review and consideration in the coming months.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

I move to approve Resolution R2017-02 of the City of Ovilla, Texas, approving the Land Use Assumptions and Capital Improvements Plan for the City's proposed updated Water and Wastewater Impact Fee Service Area; based on recommendation from the Capital Improvement and Impact Fee Advisory Committee, effective this 13th day of February 2017.

RESOLUTION NO. R2017-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS,
APPROVING THE LAND USE ASSUMPTIONS AND CAPITAL
IMPROVEMENTS PLAN FOR THE CITY'S PROPOSED WATER AND
WASTEWATER IMPACT FEE SERVICE AREA; AND DECLARING AN
EFFECTIVE DATE.**

WHEREAS, Section 395.045 of the Texas Local Government Code provides that in order to impose water and wastewater impact fees, the City Council must, after holding a public hearing, approve land use assumptions and a capital improvements plan for the City's proposed water and wastewater impact fee service area; and,

WHEREAS, a report on Land Use Assumptions for the Implementation of Impact Fees for the City's proposed water and wastewater impact fee service area (the Land Use Assumptions Report) has been prepared for the City by Birkhoff, Hendricks and Carter, LLP, and an Engineering Report and Capital Improvements Plan for Implementation of Water and Wastewater Impact Fees for the City's proposed water and wastewater impact fee service area (the CIP Report) has been prepared for the City by Birkhoff, Hendricks and Carter, LLP; and,

WHEREAS, the City Council finds and determines that the City has complied with the requirements in Sections 395.042 and §395.043 of the Local Government Code for publicizing the Land Use Assumptions Report and the CIP Report before the public hearing on those reports; and,

WHEREAS, the Capital Improvements Advisory Committee, met on December 05, 2016 and recommended that the City Council approve the Land Use Assumptions Report and the CIP Report; and,

WHEREAS, The City Council held a public hearing on February 13, 2017 to consider the Land Use Assumptions Report and the CIP Report.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS:

SECTION 1. The Land Use Assumptions Report (a copy of which is attached to this Resolution and incorporated herein for all purposes) is approved as the City's land use assumptions for the City's proposed water and wastewater impact fee service area.

SECTION 2. The CIP Report (a copy of which is attached to this Resolution and incorporated herein for all purposes) is approved as the City's capital improvements plan for the City's proposed water and wastewater impact fee service area.

SECTION 3. This resolution shall become effective immediately upon passage, approval and adoption.

PASSED, APPROVED and ADOPTED by an affirmative vote of the City Council of the City of Ovilla, Texas, this the 13 day of February 2017.

Richard Dormier, Mayor

ATTEST:

Pam Woodall, City Secretary



Planning & Zoning Commission CERTIFICATE OF APPROVAL

The Council Appointed Ovilla Advisory Committee shall review current impact fees in relation to maximum fee allowable and make comparisons to provide a report for City Council. The requirements of the Advisory Committee is to review the impact fees and carry out duties for this purpose and making a recommendation to the City Council for consideration to revise fees.

ITEM 1. DISCUSSION/ACTION -- Receive second presentation report from Andrew Mata, with Birkhoff, Hendricks and Carter, LLP. to review Land Use Assumptions and the Water & Wastewater Impact Fees pursuant to Texas Local Government Code Chapter 395 and take action as necessary and forward recommendation to Council.

The Ovilla Advisory Committee forwards recommendation for the Ovilla City Council to approve the Land Use Assumptions Plan and the Capital Improvement Plan. Also, Committee is forwarding recommended consideration for revising the Water & Wastewater Impact Fees.

PLANNING AND ZONING Members present, and upon a record vote of:

PL 1 Jungman	<u>AYE</u>
PL2 Yordy	<u>AYE</u>
PL3 Lynch	<u>AYE</u>
PL4 Whittaker	<u>AYE</u>

PL5 Zabojnik	<u>AYE</u>
PL6 Hart	<u>AYE</u>
PL7 Zimmermann	<u>AYE</u>

7	FOR
0	AGAINST
0	ABSTAIN

C. Lynch
Presiding Officer of P&Z

12-5-2016
Date

Amiller
Board Secretary

12-5-2016
Date

CIP REPORT



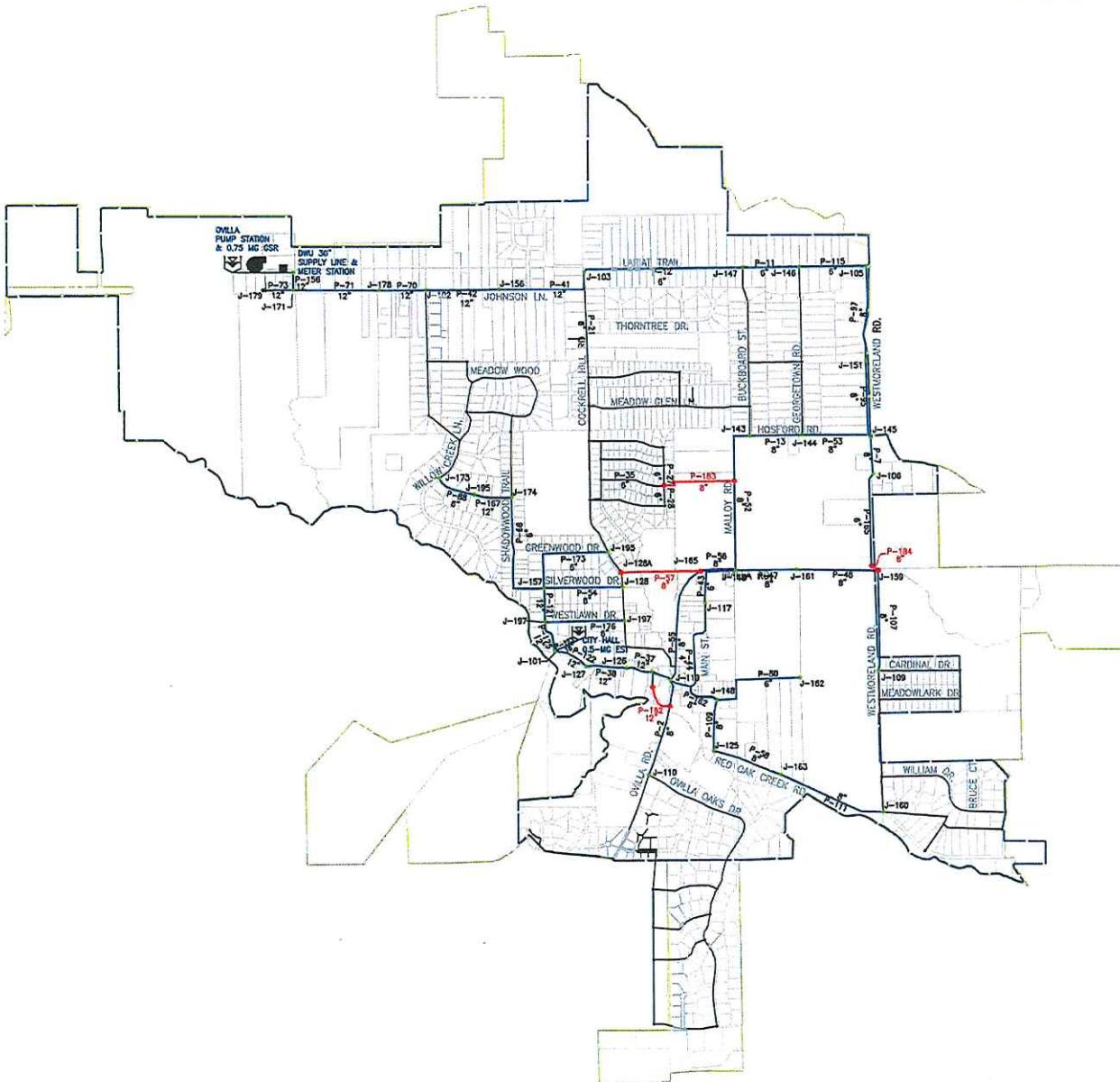
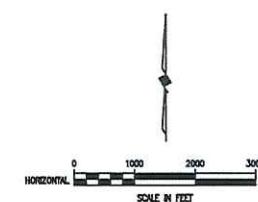
"PRIDE IN OUR PAST... ENTHUSIASM FOR THE FUTURE!"

CITY OF OVILLA, TEXAS

WATER DISTRIBUTION SYSTEM
2016-2026 CAPITAL IMPROVEMENT PLAN

LEGEND

- CITY LIMITS
- EXISTING WATER CCN LIMITS
- EXISTING WATER LINE (NO IMPACT FEE)
- EXISTING WATER LINE (IMPACT FEE)
- PROPOSED WATER LINE (IMPACT FEE)
- EXISTING WATER FACILITIES (IMPACT FEE)



BIRKHOFF, HENDRICKS & CARTER, L.L.P.
PROFESSIONAL ENGINEERS
DALLAS, TEXAS

DECEMBER, 2016

FIGURE NO. 1

TABLE No. 7
CITY OF OVILLA, TEXAS
2016 IMPACT FEE UPDATE
WATER DISTRIBUTION SYSTEM
10-YEAR CAPITAL IMPROVEMENT PLAN

PROPOSED WATER LINES

Project No. ⁽¹⁾	Project	Size	Opinion of Project Cost ⁽¹⁾	Debt Service ⁽²⁾	Total Project Cost
1	Silverwood 8-inch Water Line Extention	8"	\$ 161,700	\$ 84,893	\$ 246,593
2	FM 664 Red Oak Creek 12-inch Crossing	12"	\$ 107,690	\$ 56,537	\$ 164,227
3	Hummingbird Lane 6-inch Water Line Extention	8"	\$ 150,150	\$ 78,829	\$ 228,979
4	FM 664 8-inch Water Line Crossing	8"	\$ 30,480	\$ 16,002	\$ 46,482
Subtotal: Proposed Water Lines			\$ 450,020	\$ 236,261	\$ 686,281

PLANNING EXPENSES

Project No.	Project	Opinion of Cost (1)(b)	Debt Service ⁽²⁾	Total Project Cost
	Water Impact Fee Update	\$ 11,800	\$ -	\$ 11,800
	Subtotal, Planning Expenses:	\$ 11,800	\$ -	\$ 11,800
	Water Distribution System CIP Grand Total:	\$ 461,820	\$ 236,261	\$ 698,081

Notes:

(1) Opinion of Project Cost includes:
 a) Engineer's Opinion of Construction Cost
 b) Professional Services Fees (Survey, Engineering, Testing, Legal)
 c) Cost of Easement or Land Acquisitions
 (2) Debt Service based on 20-year simple interest bonds at 5%

CIP REPORT



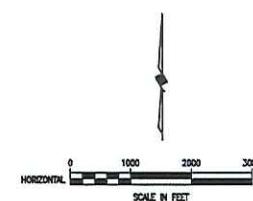
"PRIDE IN OUR PAST... ENTHUSIASM FOR THE FUTURE"

CITY OF OVILLA, TEXAS

WASTEWATER COLLECTION SYSTEM 2016-2026 CAPITAL IMPROVEMENT PLAN

LEGEND

- CITY LIMITS
- EXISTING WASTEWATER CCN LIMITS
- EXISTING SANITARY SEWER (NO IMPACT FEE)
- - - EXISTING FORCE MAIN (NO IMPACT FEE)
- PROPOSED SANITARY SEWER (IMPACT FEE)
- EXISTING RED OAK CREEK REGIONAL SANITARY SEWER (TRA)
- EXISTING LIFT STATION (NO IMPACT FEE)
- EXISTING LIFT STATION TO BE ABANDONED (IMPACT FEE)



Note:

The proposed sanitary sewer lines shown on this map are in the Capital Improvements Plan, and placed in the general area where the City envisions future growth within the next 10 years. During the 5-year period, if the line shifts within the drainage basin, the City can fund it with Impact Fee funds.

BIRKHOFF, HENDRICKS & CARTER, L.L.P.
PROFESSIONAL ENGINEERS
DALLAS, TEXAS
DECEMBER, 2016

FIGURE NO. 2

CITY OF OVILLA, TEXAS
2016 IMPACT FEE UPDATE
WASTEWATER COLLECTION SYSTEM
10-YEAR CAPITAL IMPROVEMENT PLAN

PROPOSED SANITARY SEWER LINES

Project No. (1)	Project	Size	Opinion of Project Cost (1)	Debt Service (2)	Total Project Cost
1 **	Proposed Collection Lines	10"	\$ 83,600	\$ 43,890	\$ 127,490
2 **	Proposed Collection Lines	12"	\$ 126,600	\$ 66,465	\$ 193,065
3 **	Proposed Collection Lines	10"	\$ 30,000	\$ 15,750	\$ 45,750
4 **	Proposed Collection Lines	12"	\$ 31,800	\$ 16,695	\$ 48,495
Subtotal: Proposed Sanitary Sewer Lines			\$ 272,000	\$ 142,800	\$ 414,800

PROPOSED FACILITY IMPROVEMENTS

Project No. (1)	Project	Capacity	Opinion of Project Cost (1)	Debt Service (2)	Total Project Cost
6 *	Future Red Oak WWTP Improvements	7.0 MGD	\$ 474,142	\$ 248,925	\$ 723,067
7 *	Future TRA Trunk Line Improvements	7.0 MGD	\$ 2,599,924	\$ 1,364,960	\$ 3,964,883
8	Lift Station Abandonment (City)	****	\$ 50,000	\$ 26,250	\$ 76,250
Subtotal, Lift Station & Treatment Facilities:			\$ 3,124,066	\$ 1,640,135	\$ 4,764,201

PLANNING EXPENSES

Project No.	Project	Opinion of Cost (1)(b)	Debt Service (2)	Total Project Cost
	Wastewater Impact Fee Update	\$ 11,800	\$ -	\$ 11,800
	Subtotal, Planning Expenses:	\$ 11,800	\$ -	\$ 11,800
	Wastewater Collection System CIP Grand Total:	\$ 3,407,866	\$ 1,782,935	\$ 5,190,801

Notes:

- (1) Opinion of Project Cost includes:
 - a) Engineer's Opinion of Construction Cost
 - b) Professional Services Fees (Survey, Engineering, Testing, Legal)
 - c) Cost of Easement or Land Acquisitions
- (2) Debt Service based on 20-year simple interest bonds at 5%
- (3) * - City Share Cost of TRA Improvements (4.01%)
- (4) ** - Developer Initiated & Participation: Oversize Cost Paid by City

ORDINANCE 2016-12

AN ORDINANCE ADOPTING A NEW COMPREHENSIVE PLAN, KNOWN AS THE OVILLA COMPREHENSIVE LAND USE PLAN, AND PROVIDING A MECHANISM FOR AMENDMENTS TO THE OVILLA COMPREHENSIVE LAND USE PLAN; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ovilla is a Type A general law municipality located in Ellis and Dallas Counties, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City Council finds that it is in the interest of promoting sound development and promoting the health, safety, and welfare of citizens of the City of Ovilla and its extraterritorial jurisdiction to adopt a new Comprehensive Land Use Plan, known as the Ovilla Comprehensive Land Use Plan, to establish policies for the long-range development of the City; and

WHEREAS, the Planning and Zoning Commission has reviewed the proposed Ovilla Comprehensive Land Use Plan; and

WHEREAS, public hearings were held by the Planning and Zoning Commission of the City on August 01, 2016 at 6:00 P.M., and by the City Council on August 08, 2016, at 6:30 P.M., with respect to the adoption of the Ovilla Comprehensive Land Use Plan; and

WHEREAS, the City has complied with all requirements of Chapter 213 of the Local Government Code, and all other laws dealing with notice, publication, and procedural requirements for the adoption of a new Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS:

SECTION 1.

The Comprehensive Land Use Plan, known as the Ovilla Comprehensive Land Use Plan, attached hereto as Exhibit "A", is hereby adopted as the Comprehensive Land Use Plan of the City of Ovilla, and shall supersede and amend all previously adopted comprehensive plans.

SECTION 2.

The process of amending the Future Land Use Plan shall be the same as that required to amend the City's Zoning Ordinance, including all notice and public hearing requirements. Amendments to the Future Land Use Plan and the City's Zoning Ordinance may be concurrently processed and approved.

SECTION 3.

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Ovilla, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

ORDINANCE 2016-12

SECTION 4.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5.

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

PASSED AND APPROVED ON THIS 8th DAY OF August 2016.




Richard A. Dormier, MAYOR

ATTEST:


Pamela Woodall, CITY SECRETARY



Planning & Zoning Commission CERTIFICATE OF APPROVAL

The purpose of the Comprehensive Land Use Plan is to promote sound development of the municipality and promote public health, safety and welfare. The Plan is a guide to shape and control the physical development. Beginning January 2016, city staff initiated the update of the 2010 Comprehensive Land Use Plan with the Committee. All legal notices and requirements for the adoption of the 2016 CLUP have been met.

ITEM 1. DISCUSSION/ACTION -- Consideration of and action on Ordinance 2016-12, adopting a new Comprehensive Plan, known as the Ovilla 2016 Comprehensive Land Use Plan, and providing a mechanism for amendments to the Ovilla Comprehensive Land Use Plan; providing that this Ordinance shall be cumulative of all ordinances providing a severability clause; and providing an effective date and forward recommendation to the Ovilla City Council.

PLANNING AND ZONING Members present, and upon a record vote of:

PL 1 Jungman ABSENT
PL2 Yordy AYE
PL3 Lynch AYE
PL4 Whittaker AYE

PL5 Zabojnik ABSENT
PL6 Hart AYE
PL7 Zimmermann AYE

5 FOR

0 AGAINST

0 ABSTAIN

O. Lynch
Presiding Officer of P&Z

8/3/16
Date

J. Muller
Board Secretary

8/3/2016
Date



SMALL TOWN,
BIG HEART.

Ovilla
TEXAS

COMPREHENSIVE
LAND USE PLAN

2016

OVILLA, TEXAS

City of Ovilla

Comprehensive Land Use Plan

June 2016

*Original Plan
adopted 2000*

2000 Plan Prepared By:
MPRG inc. Municipal Planning Resources Group, Inc.

*First Update
adopted 2010*

2010 Plan Revised By:
 Kimley-Horn and Associates, Inc.

*Second Update
adopted 2016*

City of Ovilla, Texas

Comprehensive Land Use Plan

City Council

Richard Dormier, Mayor	
David Griffin, Mayor Pro-Tem	
Rachel Huber	Douglas Hunt
Michael Myers	Larry Stevenson

Planning and Zoning Commission

Carol Lynch, Chair	
Fred Hart, Jr.	Darrell Jungman
Alan Whittaker	Michael Yordy
John Zabojnik	Bill Zimmerman

Staff

Dennis Burn, City Manager	
Pamela Woodall, City Secretary	

Prepared by:

City of Ovilla
Comprehensive Land Use Plan Review Committee

June 2016

The Comprehensive Land Use Plan Review Committee

John Knight, Chair

Carol Lynch, Vice Chair

Sandra Cawley

Mark Clark

Billy Ray Dickey

Morris Gresham

William Hamilton, Sr.

Darrell Jungman

Charlie Morton

Dani Muckleroy

Mike Myers

Carol Richtsmeier

Scott Surplus

William "Bill" Turner

Windy Zabojnik

The Comprehensive Land Use Plan Review Committee is comprised of residents and representatives from the Economic Development Corporation Board of Directors, Planning & Zoning Commission, Board of Adjustment, Park Board and Municipal Services Advisory Committee.

Over several months, the Comprehensive Land Use Update Committee conducted a series of open meetings to which the public was invited to attend and participate in the process of updating the Comprehensive Land Use Plan for the City of Ovilla.

**City of Ovilla
Comprehensive Land Use Plan
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Acknowledgements

This Comprehensive Land Use Plan represents the culmination of field studies, analyses, and input from citizens and City Staff regarding the present and future development of the City of Ovilla, Texas. The document provides a statement of goals and objectives, an analysis of demographic characteristics, an inventory of existing conditions, a description of long range plans for thoroughfares, land use, and parks, and implementation measures which practically apply the land use principles described herein to existing and future development.

Chapter 211 of the Texas Local Government Code gives municipalities the authority to zone property, stating that this must be done *in accordance with a comprehensive plan*. This Plan is intended to provide the policy-making bodies of the City of Ovilla with guidelines and standards for zoning issues and future development. It is important to note that this document is nothing more than a plan, it does not represent law or entitle or place legal restrictions upon property. Chapter 219 of the Local Government Code states that "a comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries." The Comprehensive Land Use Plan, therefore, is an important tool in the process of land use and development, but does not replace or amend the zoning ordinance or zoning map of the City.

In order for this Plan to be a viable tool for the City of Ovilla, the methods of implementation contained in this document should be adopted. These measures will serve to strengthen the Comprehensive Plan, and help ensure that it is a useful tool to guide, shape, and control the physical development of the community. One of the recommendations of this Comprehensive Land Use Plan is that the Plan be reviewed annually, and revised every five years. The planning process is a cycle, and in order for this document to serve the citizens and staff of Ovilla, it must be continuously maintained and updated as circumstances and desires of the citizenry change.

This 2016 update to the 2010 Comprehensive Land Use Plan is presented by the City of Ovilla Comprehensive Land Use Plan Review Committee. The Committee extends appreciation to the City Council, Planning and Zoning Commission, City Staff, and citizens of Ovilla for their input and participation in the update process. The Committee also wishes to acknowledge the services of Kimley Horn and Associates, Inc. in the preparation of the 2010 update to the Comprehensive Plan and Municipal Planning Resources Group, Inc. in the preparation of the original 2000 Comprehensive Land Use Plan.

Chapter 1. General Information

Purpose

The purpose of a Comprehensive Land Use Plan is to give direction to future development in order to avoid the creation of incompatible physical impacts. Although nothing will insure that all land will develop exactly as it should, directed planning will enable City leaders to address many potential problems before they become permanent and undesirable landmarks. The Comprehensive Land Use Plan covers the entire jurisdiction of the municipality and has a long time horizon, typically 20 years. However, it is recommended that a revision of the Plan be completed at least once every five years or biannually if possible.

In addition to the theoretical purpose of developing a Comprehensive Land Use Plan, there are also practical and legal reasons for this effort to be completed. The legal authority for preparing a Comprehensive Land Use Plan is found in state statutes that provide municipal authority for comprehensive planning and for zoning. Chapter 219 of the Texas Local Government Code specifically empowers cities to "adopt a comprehensive plan for the long range development of the municipality." The stated purpose in the state statutes is "for the purpose of promoting sound development of municipalities and promoting health, safety, and welfare." Section 211.004 of the Texas Local Government Code, which authorizes zoning, states, "Zoning regulations must be adopted *in accordance with a comprehensive plan...*" (emphasis added). This legislation establishes the City's authority in making zoning decisions in accordance with the Comprehensive Land Use Plan.

History

The first settlers came to the area eight years after Texas won independence from Mexico, migrating primarily from Tennessee and Missouri. These settlers were part of the Peters Group, which contracted with the Republic of Texas to establish the first empresario colony which became known as the Peters Colony. As with many communities in the area, the primary business was farming and ranching. Ovilla was founded by Jonathan, Samuel, and William Billingsley in 1844 on the upper reach of Red Oak Creek. As there were no roads or houses in the area, the first inhabitants lived in tents. The tents were placed in a circular arrangement from which came the name Ovilla, meaning "a circle of houses." The early settlers had some interaction with the Kickapoo, Tonquaway, Bedai, Anadarco, Waco and other friendly Indian tribes who often hunted the surrounding prairie.

Each of the families received a section of land (one mile square, or 640 acres) for homesteading, and single men over 17 received a half-section (320 acres). Settlement of the area continued after Texas joined the United States of America in December of 1845. By 1871, the first post office was established which resulted in the official naming of the settlement as Ovilla. The first cotton gin was built in 1885, just south of what is now central Ovilla, and the first blacksmith shop opened in 1888. By 1890, Ovilla had six stores including a candy store, ice cream store, and a dry goods store, with a resident population of 150. In 1900, the first bank in the area opened (Farmers Merchant Bank of Ovilla). The local Ovilla Post Office was closed in 1906 with mail now coming from Red Oak. Farming continued to be the major industry in the area through 1950.

Ovilla incorporated on May 27, 1963 as the result of a close election (23 votes to 18 votes), the population at the date of its incorporation was 219 and included 56 properties. When the cotton gin closed in 1966, Ovilla began to see residential development resulting from expansion of the Dallas area and surrounding suburbs. Today, Ovilla is characterized by primarily semi-rural residential development with a population over 3000.

** Portions excerpted from *Ovilla: A History* by Karen Miller Pickard, 1988 with supplemental information from *Ovilla, Texas History Book* compiled by the Ovilla Historical Society, 1996.*

Location

The City of Ovilla is located less than eighteen miles south of downtown Dallas and is nestled between State Highway 67 and Interstate Highway 35E. Ovilla is situated in northern Ellis County and southern Dallas County with the cities of Cedar Hill, Desoto, Glenn Heights, Oak Leaf, and Midlothian adjacent to it. Ovilla is positioned to take advantage of the residential and supporting commercial growth from south Dallas County while maintaining the rural hometown atmosphere. There is an abundance of undeveloped property within the Ovilla city limits and additional area in the Ovilla extraterritorial jurisdiction (ETJ) for future growth.

Planning Process

Although the planning process may differ from community to community depending on the individual needs of the citizens, there are some common elements found in most Comprehensive Land Use Plans. The Planning Process usually begins with an inventory phase. Before planning for the future, it is important to have a sense of the present state of the city and the probable future direction of the city. The Ovilla comprehensive planning process started with a data gathering and forecasting phase.

Public input is critical to the development and ultimate success of a Comprehensive Land Use Plan. In order for the Plan to accurately reflect the desires of the community, it is necessary to provide opportunities for the public to participate in the planning process. A Citizens Planning Committee was formed to draw input for the Comprehensive Plan from various groups active in the City of Ovilla. Some of these representatives were from governmental bodies, some from community organizations, some from home owners or neighborhood groups and some from the Ovilla businesses. The Comprehensive Land Use Plan Review Committee reviewed and revised the goals and objectives for the Ovilla Comprehensive Plan. The Committee met during the spring of 2000 to identify critical issues facing the community and then prioritize these issues in order to adopt goals, objectives, and implementation strategies. The community goals and objectives developed by the Comprehensive Land Use Plan Review Committee are included in the Goals and Objectives chapter of this document.

The third phase of the planning process is the formulation of the plan. The current conditions of the city, the Goals and Objectives formulated with the citizens' input, and professional planning principles are considered and weighed, in order to determine the most desirable outcome for the City at the point of total development. Major emphasis was placed on the development of a Master Thoroughfare Plan that provided for significant improvements to the roadway network in Ovilla. With the proposed transportation system as the framework, various alternative land use configurations were considered. Once the analysis was complete, decisions were made as to what alternative(s) was the most beneficial to the community and that could best achieve the goals and objectives set forth in phase two of the planning process.

Following the adoption of the Plan by the City, the implementation phase is a very important part of the planning process. By establishing an implementation plan, city leaders provide a mechanism by which the Goals and Objectives in the Comprehensive Plan can be realized. A number of methods may be used to implement the Comprehensive Plan, and the City may choose one or a combination of these methods. Implementation measures are discussed further in the Implementation chapter of this document.

In many cases, municipalities consider the planning process complete when it reaches the point of implementation. However, it is important to note that the planning process is a cycle. Depending upon growth rates occurring in a city, all elements of the comprehensive planning process should be addressed at least every five years. As the planning process continues, the land use plan will change and evolve. Land use, demographics, the economy, and development patterns greatly affect the growth rate and pattern of a city. By reviewing the Plan on a regular basis, decision makers may be assured that it continuously represents the changing needs of the citizenry. The twenty-year planning period should never be realized, but should continually be extended five more years at the occasion of each revision.



Methodology

The planning process began with the division of existing land use within the City into the following general land use categories:

- **Residential**

Low Density – Single Family Residential Homes, this includes a broad range of housing sizes and values, it generally includes all detached single family houses regardless of the size of the lot or the size of the house.

Moderate Density – Duplexes, Fourplexes, Townhouses, this includes a broad range of housing types that fall between the single family residential use and apartments, generally a large percentage of the moderate density residential may be rental units, although townhouses and condominiums are structured to accommodate individual home ownership.

Manufactured Housing – These residential units are not site built, but manufactured in a factory and brought to the home site, the houses are inspected at the factory in conformance with the building standards of the industry (in the past similar housing was referred to as mobile homes), generally these units are clustered in manufactured housing parks or subdivisions.

High Density – Apartments or multifamily residential range from small apartment developments to large apartment complexes with amenities, generally apartments in the north Texas area are restricted to three story “garden” apartments, although some cities do allow high-rise apartments.

- **Commercial**
Commercial land uses included a broad range of retail sales, service retail, office, mixed use office/retail, small businesses, restaurants, entertainment uses and other commercial business establishments.
- **Industrial**
Industrial land uses included major manufacturing and warehouse uses, industrial fabrication and assembly, heavy commercial uses with an abundance of outside storage, and other heavy and light industrial uses.
- **Public/Semi-Public**
Public and Semi-Public land uses include all governmental uses (city, county, state or federal), schools, churches or other religious institutions, and some public utility uses.
- **Parks and Open Space**
Parks and Open Space uses include all existing public parks, privately maintained recreational uses, floodplains/floodways and other properties being used for open space.
- **Vacant (Undesignated Land Use)**
Properties that are shown as Vacant or Undeveloped land are classified as such because they are not “developed” in an urban (or suburban) sense. These properties may be used for agricultural uses such as grazing/ranch land or cultivation for seasonal crops, but the properties have not been developed with a permanent urban land use. Some of the properties may ultimately be agricultural or permanent open space to buffer between incompatible land uses, but for the purposes of this plan they are considered as available for a more suburban type land use.

Information of the existing conditions of both land use and demographics was then compiled. The information was presented to the Comprehensive Land Use Plan Review Committee. In addition, basic planning principles were introduced to enable the Comprehensive Land Use Plan Review Committee to plan for the future of Ovilla according to sound planning principles.

Chapter 2. Goals & Objectives

Purpose & Definition

The foundation of a Comprehensive Land Use Plan is the set of Goals and Objectives developed through the public participation process. The City of Ovilla Goals and Objectives are tangible directives raised by citizens to guide the development of the city moving forward. These directives were used to establish the relationships among land uses on the Future Land Use Plan Map, and will guide officials as they make decisions regarding growth and development of the City.

In order to provide an understanding of what is required in the development of Goals and Objectives, the following definitions are provided:

Goals are general statements of the community's desired ultimate physical, social, economic, or environmental status. Goals set the standard with respect to the community's desired quality of life.

Objectives are the approaches used to achieve the quality of life expressed by the community's goals. They identify the critical issues and provide direction in steering the city toward eventual achievement of its goals.

Policies are the means by which objectives are carried out in order to achieve the goals of the City. Policies outline specific procedures to achieve a desired objective. Policies should be as specific and as measurable as possible so that they can be put into action with consistency and their effectiveness can be evaluated. Brief examples of Goals, Objectives, and Policies are provided in the following section.

Example of Goals, Objectives, & Policies

Goal (General in nature, relating to quality of life): "All residential development within the City shall promote the health, safety, and welfare of all citizens of the community."

Objective (Denotes approach toward achieving the goal): "The City will establish proper development controls that require prior approval and monitoring of residential development."

Policy (Adopted directive establishing official means by which objectives are implemented): "The City will adopt applications and procedures for site plan reviews, preliminary platting, final platting, and engineering designs."

Goals & Objectives Development Process

The City of Ovilla places importance on public input in local government. The Comprehensive Land Use Plan Review Committee met several times over a period of months in order to develop the Goals and Objectives related to General Land Use, Residential, Commercial, Industrial, Community Facilities, Thoroughfares and Parks and Open Space. The following final Goals and Objectives should be used to guide the development of the City of Ovilla through the next twenty years.

OVILLA GENERAL LAND USE GOALS & OBJECTIVES

Goal 1

Preserve the aspects of the community that residents find attractive, such as quality of life, small town/rural atmosphere, natural vegetation and open spaces.

Objective 1-1

Promote continued involvement by the City during the design process of new development.

Objective 1-2

Encourage programs that continue a positive aesthetic character for Ovilla and improve areas lacking in such.

Objective 1-3

Maintain the town's rural/small town heritage where appropriate.

Goal 2

Guide future land uses and growth within Ovilla's extra-territorial jurisdiction (ETJ).

Objective 2-1

Plan for future land uses and thoroughfares in this area.

Objective 2-2

Coordinate planning efforts with neighboring and overlying jurisdictions.

Objective 2-3

Utilize the Subdivision Regulations throughout the extra-territorial jurisdiction.

OVILLA THOROUGHFARES GOALS & OBJECTIVES

Goal 3

Incorporate and develop a well defined and maintained system of thoroughfares, collectors and local roads whereby also encouraging the development of local roadways that promote circulation and ensure the safety and general welfare of neighborhoods.

Objective 3-1

Develop programs and action plans for upgrading and maintaining roads and streets.

Objective 3-2

Evaluate the condition of streets and establish priorities for regular repair and maintenance.

OVILLA COMMERCIAL GOALS & OBJECTIVES

Goal 4

Provide for adequate retail and light commercial development in the future to assist the tax base for the city.

Objective 4-1

Plan for non-residential land uses in locations that are suitable for such uses.

Objective 4-2

Coordinate with the Ovilla Type B Economic Development Corporation to identify and recruit new business to diversify the City's tax base in order to provide for a mix of municipal, commercial, retail and office uses.

Objective 4-3

Attract businesses that will add to the aesthetic quality of the community.

Goal 5

Encourage continued development of the commercial area in "downtown" Ovilla.

Objective 5-1

Incorporate and preserve the historic area of town.

Objective 5-2

Coordinate with the Ovilla Type B Economic Development Corporation to identify and recruit new business to diversify the City's tax base in order to provide for a mix of municipal, commercial, retail and office uses.

Objective 5-3

Develop guidelines that encourage the historic bulk, construction, and aesthetics of structures so that the historic integrity of the area is not diminished.

Objective 5-4

To increase the aesthetic appeal of the downtown area, explore with property owners and businesses the development of tools such as site-specific architectural guides and a Type B Economic Development Corporation façade improvement grant program.

Goal 6

Provide for smaller neighborhood oriented commercial, retail and office uses in limited areas in accordance with the Comprehensive Plan.

Objective 6-1

Coordinate the development of neighborhood oriented commercial, retail and office uses in concert with thoroughfare improvements.

OVILLA INDUSTRIAL GOALS & OBJECTIVES

Goal 7

Identify areas that may be suitable for future industrial development within the City.

Objective 7-1

Industrial uses appropriate within these areas should be those targeted uses that are non-polluting with no external storage or manufacturing operations.

Objective 7-2

Where industrial development is appropriate, encourage the development of planned industrial areas to accommodate and promote cluster industries, research, development, other value added activities and support uses. Other uses, such as hotels, offices, commercial, institutional, and residential that serve the projected workforce and residential population and/or encourage internal automobile trip capture shall be encouraged, with accessory uses.

Objective 7-3

Encourage the incorporation of common architectural, signage, and landscape themes within future industrial development in accordance with current City adopted standards.

OVILLA RESIDENTIAL GOALS & OBJECTIVES

Goal 8

Preserve and protect the character of existing neighborhood areas.

Objective 8-1

Promote a feeling of community and encourage neighborhood connectivity.

Objective 8-2

Promote policies and ordinances that maintain and enhance existing residential areas through tools such as code enforcement.

Objective 8-3

Maintain a policy of protecting neighborhoods through the provision of transitional zoning between residential and newly established retail or commercial uses.

Goal 9

Designate the preponderance of land uses as residential, with single-family housing of low density.

Objective 9-1

Encourage new development to be compatible with the character of existing densities and structures.

Objective 9-2

Continue to plan for residential areas to have lots 15,000 square feet or greater.

OVILLA COMMUNITY FACILITIES GOALS & OBJECTIVES

Goal 10

Provide residents with the best and most cost effective community services available.

Objective 10-1

Plan and design the most efficient and cost effective arrangement of land uses that allows Ovilla to distinguish itself with high quality public services and seek to partner with regional and County agencies to fund continued efforts in this regard.

Objective 10-2

Provide adequate water and sewer service throughout the city.

Objective 10-3

Provide a coordinated plan addressing the need for future municipal facility expansion needs.

Goal 11

Minimize public and private expenditures related to upkeep of community facilities, or creation of new community facilities while not compromising commitment to efficient, quality services.

OVILLA PARKS & OPEN SPACE GOALS & OBJECTIVES

Goal 12

Promote the preservation of natural vegetation and open spaces that maintain the attractive rural atmosphere of the City of Ovilla. In addition to policies and procedures, promotion may be accomplished through the proactive communication via channels available to the City.

Objective 12-1

Incorporate into the overall parks and open space system areas with large trees, substantial vegetation, creeks and floodways.

Objective 12-2

Discourage development that could be environmentally hazardous or noxious to the City and residents, mitigating damages to natural areas through perpetual preservation.

Objective 12-3

Encourage preservation and expansion of greenbelt areas, especially along creeks throughout the city.

Objective 12-4

Encourage the preservation and planting of native trees and vegetation.

Goal 13

Develop a variety of parks, open spaces and recreation facilities compatible with the environment and designed to serve both the active and passive recreational needs of the citizens.

Objective 13-1

Encourage the dedication of property for the City's park system by development.

Goal 14

Develop a cost-effective system of parks and open space network in a manner which promotes optimum utilization of the system in a safe, clean and orderly atmosphere by the citizens of Ovilla.

Chapter 3. Population

Methodology

The population of a city plays a large role in long range planning exercises. In order to provide public facilities and services that will best serve the future needs of the citizenry, it is necessary to study the past and present size of the community, and finally to make projections that cover the planning period, in this case, 20 years. Population data for the Ovilla Comprehensive Land Use Plan was gathered from the U.S. Census Bureau and the North Central Texas Council of Governments (NCTCOG).

The current population for the City of Ovilla is 3820. The City has shown a steady increase in population since its incorporation in 1963. The population of Ovilla has increased at an average rate of 5.26 percent per year, since 1970, the earliest available U.S. Census figures. The historic population trend for Ovilla is demonstrated in *Table 3.1, Historic Population of Ovilla, Texas*.

Table 3.1
Historic Population of Ovilla, Texas

Year	Population	Change in Population per period	Average Change in Population per year
1970	339	--	--
1980	1,067	728	73 residents
1990	2,027	960	96 residents
2000	3405	1378	138 residents
2010	3492	87	9 residents
2015	3690	198	39 residents
2016	3820	130	130 residents

Source: U.S. Census Bureau, NCTCOG

Future Population

In order to project the future population of Ovilla, it is necessary to analyze past trends in the City's population. By studying the City's historic rate of growth, future population figures may be predicted, and ultimate build-out projections may be made. The average annual growth rate for the city of Ovilla was calculated using the following formula:

$$\left(1 + \frac{(P_n - P_0)}{P_0}\right)^{1/x} - 1 = \text{Average Annual Population Growth}$$

Where: P_n = New Population

P_0 = Old Population

x = Number of years between P_n and P_0

The population of the City of Ovilla grew at an average annual rate of 5.27 percent from 1970 until the present, and at a slower rate of 2.44 percent from 1990 until the present. With conditions remaining constant, it is reasonable to conclude that the City will continue to grow at a rate between these two figures, which would indicate an estimated total population of between 6,035 and 10,135 persons in the year 2035.

The key phrase in the previous statement is "conditions remaining constant." The addition of one or more large scale employers in Ovilla or the near vicinity could significantly change the population growth rate experienced by the City. Population projections obtained using 2.44 percent and 5.27 percent average growth rates appear in *Table 3.2, Historic and Future Populations for the City of Ovilla, Texas*.

Table 3.2
Historic and Future Populations for the City of Ovilla, Texas

Year	Historic Population	Lower Projection 2.44%	Higher Projection 5.27%
1970	339		
1980	1,067		
1990	2,027		
2000	3,405		
2010	3,492		
2011	3,518		
2012	3,514		
2013	3,526		
2014	3,619		
2015	3,690		
2016	3,820		
2017		3,913	4,021
2018		4,008	4,233
2019		4,106	4,456
2020		4,206	4,691
2021		4,308	4,938
2022		4,413	5,198
2023		4,521	5,472
2024		4,631	5,761
2025		4,744	6,064
2026		4,859	6,384
2027		4,978	6,720
2028		5,099	7,074
2029		5,223	7,447
2030		5,351	7,840
2031		5,481	8,253
2032		5,615	8,688
2033		5,752	9,146
2034		5,892	9,628
2035		6,035	10,135

Source: U.S. Census Bureau, NCTCOG, Projections Estimated.

Population at Build-out

As discussed in the next chapter, over half of the property within the City of Ovilla's 5.7 square miles City limits is undeveloped land. This means that there is an abundance of land for residential development and future population growth. In addition to the property that is already in the City limits, the City of Ovilla has an extra-territorial jurisdiction (ETJ) of approximately 4.3 square miles. If all the ETJ is eventually annexed into the Ovilla City Limits, the ultimate size of the city will be ten square miles (10 sq. mi.). The build-out population occurs when all of the properties planned for residential uses in the entire planning area are completely developed. Based upon U.S. Census Bureau (2010) information, Kimley Horn and Associates, Inc. projects an estimated buildout population between 9,519 and 15,123 people.

With the projected future population for the next 20 years being 6,035 to 10,135, the City of Ovilla will reach 63 percent to 67 percent of the build-out population within the planning period for this plan. If the above trends continue, Ovilla will reach build-out sometime in the next 27 to 38 years.

In the near future, Ovilla can expect a steady continued growth, which will be managed most effectively by careful planning and citizen involvement in the governmental process.

Chapter 4. Existing Land Use

General Land Use Characteristics

Before developing a plan for the future, a city must first have an understanding of its present condition. In addition to demographic data, this understanding is gained through an analysis of existing land use, which represents how land is currently being used. An analysis of current land use can provide documentation of development trends that have been and are being established. This analysis will also provide City officials with an opportunity to correct trends that may be detrimental to future development and to initiate policies that will encourage development in accordance with goals and objectives developed by the citizens.

Survey of Existing Data Sources

A survey of Geographic Information System (GIS) data provided by Dallas Central Appraisal District and Ellis Appraisal District was conducted in December 2009 and adjusted in 2016 to reflect current conditions in order to identify existing land use conditions in the City of Ovilla to be included in the Comprehensive Land Use Plan. Of the approximately 3655 acres (5.7 square miles) that make up the City, approximately 1,721 acres are developed as residential, commercial, institutional, or park area. The remaining 1,934 acres are currently undeveloped or used as roadways or agricultural uses. The categories of land use, corresponding acreage, and total percentages are shown in *Table 4.1, Summary of Existing Land Use in Ovilla, Texas 2016*. The physical locations of the different land uses within the City may be found on *Figure 4.1, Existing Land Use Map 2010*.

Table 4.1
Summary of Existing Land Use in Ovilla, Texas
2016

Land Use	Acres	% of Developed	% of Total
Residential (Single-Family)	1,608	93%	44%
Residential-Vacant	245	n/a	7%
Commercial	73	4%	2%
Commercial-Vacant	31	n/a	1%
Agricultural	1,658	n/a	45%
Public / Semi-Public	29	1.7%	1%
Parks	11	0.6%	<1%
<i>Total Developed</i>	<i>1,721</i>		<i>47%</i>
<i>Total Undeveloped</i>	<i>1,934</i>		<i>53%</i>
Total Land Area	3,655		

The summary of existing land use categories maintained by the appraisal districts in Dallas County and Ellis County should be reviewed and updated periodically for accuracy and to measure the attainment of identified goals and objectives. Existing land uses have not changed significantly since the 2009 analysis.

Existing Land Use Plan Map

City of Ovilla, Texas

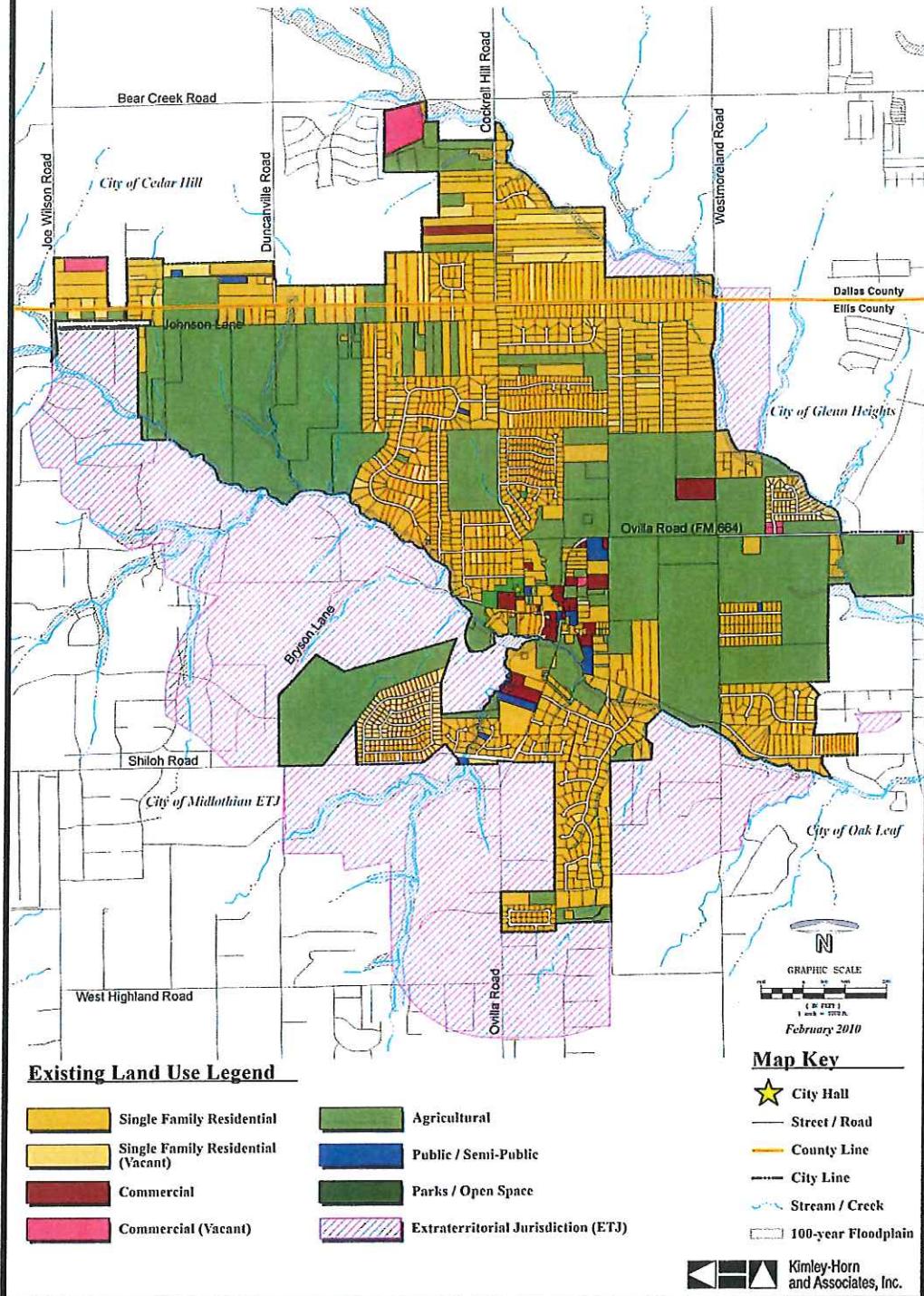


Figure 4.1, City of Ovilla Existing Land Use Map 2010

In August 2015, Kimley Horn and Associates Inc. (KHA) analyzed existing land uses in Ovilla and prepared a Build Out Population Estimate as shown in the following tables: *Table 4.2, Ovilla Population Estimate Methodology; Table 4.3, Ovilla Build Out Population Estimate; and Table 4.4, Ovilla Build Out Population Estimate.*

Table 4.2
Ovilla Population Estimate Methodology
Census 2010 (Pop: 3495)

Zoning District	RC	RE	R15*	R22
units/acre	0.20	0.55	0.90	1.83
persons/acre	0.54	1.46	2.44	5.18
persons/unit	2.69	2.63	2.72	2.83

* Estimate: No built out R15 dist

Prepared by: KHA

Table 4.3
Ovilla Build Out Population Estimate
Current Zoning 2015

Zoning	Acres	%	Households	Population
PD	134	4%	217	516
R15	377	11%	339	922
R22	554	16%	1,015	2,872
RC	215	6%	43	117
RE	2,097	62%	1,163	3,063
Total	3,377	100%	2,777	7,489

Prepared by: KHA

Table 4.4
Olilla Build Out Population Estimate
Zoning + Future Land Use

Scenario	Future Land Use Plan SF Acres*	Households	Population	Total with Zoning
Low (RC/RE)	2,016	4%	217	9,519
Typical (Zoning Mix)	377	11%	339	11,959
High (R15/R22)	554	16%	1,015	15,123

* SF Single-Family

Prepared by: KHA

The graphic representation of existing land uses, the Existing Land Use Plan, should be reviewed and updated periodically to represent current conditions, to ensure relevant land use categories and to promote consistent development-related decisions and policies.

Residential Land Use

Residential land use accounts for most of the development in the city. Approximately 1,608 acres or 44 percent of the City area is currently developed as residential use. This type of land use consists of low-density residential units (single-family homes). Moderate density units (duplex, triplex, or manufactured housing) and high-density (multifamily apartment) units are currently not found in measurable quantities in Ovilla. The text below provides information regarding residential development in Ovilla.

Low-Density Residential

Low density residential use refers to single family detached dwelling units, developed at a density of one to three units per acre. There are approximately 1,608 acres of low-density residential land use in the City limits, which represents 93 percent of the total developed land and 44 percent of the total City. Figure 4.1, Existing Land Use Map provides information regarding the pattern of existing residential development within the City of Ovilla. The neighborhoods located along Cockrell Hill Road and southern Ovilla Road generally conform to the Neighborhood Concept, a planning concept that is described in the Urban Design chapter of this document. The remaining neighborhoods are less homogeneous, and are characterized by more of a rural development pattern.

Moderate Density Residential

Moderate density residential development refers to residential development containing from six to twelve dwelling units per acre. This type of housing primarily consists of duplexes with a limited amount of triplex and fourplex units. Currently, there are no moderate density residential areas within the City.

Manufactured Housing

Manufactured housing units in area are located in the Ovilla extraterritorial jurisdiction, primarily south of Red Oak Creek. Currently, there are no manufactured housing units within the city limits.

High Density Residential

High density residential land uses consist of multifamily apartment developments, built at a density of thirteen or more units per acre. Currently, there are no high density residential units within Ovilla.

Commercial Land Use

The commercial land use category includes both service and retail uses. Approximately 73 acres of commercial land use is located in Ovilla, which accounts for approximately 4 percent of the developed area of the City and 2 percent of the total City area. Most commercial development is located along Ovilla Road.

Public & Semi-Public Land Use

Public and semi-public land uses includes municipal, county, state, and federal government uses, cemeteries, and schools. Land uses typically considered quasi-public include churches and electric, gas, telephone, and television utility uses. Approximately 29 acres are utilized by this type of use in the City of Ovilla. Public and semi-public uses account for 1.7 percent of the total area within the City, and approximately 1 percent of the developed area in the City.

Parks & Open Space

Approximately 127 acres of land within the City limits is occupied by public parks or open space. This calculation includes active and passive park area (11 acres), which are listed below, open space, and floodplain area that is likely to remain undeveloped for environmental reasons.

Heritage Park

This park is located at the heart of the city Heritage Park is adjacent to Ovilla Road and near the West Main Street historic area. At approximately three acres, it functions as a small community park for the entire city. The park has been acquired, built and maintained primarily from donations.

Park features:

- Gazebo
- Custom Arch Bridge
- Lighting
- Veteran's Memorial
- Asphalt Jogging Trail
- Benches
- Master Gardeners Club Garden

Silver Spur Park

This park is located on a small quarter-acre lot nestled within an established neighborhood on Silver Spur Lane. This park is classified as a neighborhood park for the Westmoreland Road Estates. It is supplied with low-level play equipment, a swing set, and a small pavilion for shade.

Weldon O'Dell Field

This approximately seven-acre park is used primarily as baseball/softball fields and can be classified as a community park.

Park features:

- 3 Ball Fields with backstops, dugouts, lighting, and stands
- Picnic area with tables

Cindy Jones Play Area

Conveniently located adjacent to ballfields, this play area is designed for young children and is supplied with a fort-style playset and swings.

Ken and Sara Pritchett Park

This park was dedicated in 2009 and is located on a 0.75-acre interior lot in the Ashburne Glen neighborhood. Pedestrian access to the park is available from Ashburne Glen Lane and Forest Edge Lane. This public park is classified as a neighborhood park and is available for all City of Ovilla residents, but is primarily utilized by Ashburne Glen residents.

Park features:

- Playground with a fort-style playset and swings
- Picnic area with tables and barbecue grills

Infrastructure

While right-of-way is undevelopable public property, the corridors created by the thoroughfares exert a considerable impact on the development of land in the city. Sound planning principles and urban design guidelines should be adhered to in order to limit negative land use development that may have a tendency to develop in these areas.

Undeveloped Land

There are approximately 1,934 acres of undeveloped land in the City of Ovilla as of December, 2015. This undeveloped land accounts for 53 percent of the total land area within the City. Most of the undeveloped land is located in the southwestern area of the City, but there are large undeveloped tracts throughout the City.

Chapter 5. Thoroughfares

Introduction

Transportation planning is an integral part of the City of Ovilla Comprehensive Land Use Plan. As such, the thoroughfare goals and objectives were considered carefully in the drafting of the Comprehensive Land Use Plan. The 2010 Comprehensive Land Use Plan Review Committee spent a considerable amount of time finalizing the Ovilla Thoroughfare Plan to carefully consider the proper classifications for thoroughfares to be included. Street and roadway improvements were important items discussed for expenditure of public funds. Consideration was given to both the internal transportation needs of the residents of Ovilla and the regional transportation needs of others that travel through Ovilla. The Regional Thoroughfare Plan prepared by the North Central Texas Council of Governments (NCTCOG), the City of Cedar Hill Thoroughfare Plan, the City of Midlothian Thoroughfare Plan were all consulted for input into the 2010 Ovilla Thoroughfare Plan. By coordinating with the other municipalities and governmental agencies, the development of the overall transportation network can be improved.

The Thoroughfare Plan should be reviewed and updated periodically to represent current conditions and promote preservation of terrain, natural drainage ways and trees. For example, the plan document should be revised to encourage improvements to Shiloh Road as increased traffic occurs as a result of new subdivisions, a new elementary school and new and existing non-residential uses.

The movement of people and goods within the City and the surrounding area is an important function; such movement is dependent upon the arrangement and condition of local streets and highways. As the city changes, the thoroughfare system must be capable of handling traffic movement in a safe and efficient manner. The 2010 City of Ovilla Thoroughfare Plan is coordinated with the 2010 Future Land Use Plan and provides the guidelines to develop a transportation system that can accommodate the needs of existing and future land use. This adopted Thoroughfare Plan is a valuable tool for the City of Ovilla in requiring the appropriate dedication of right-of-ways and the construction of the appropriate roadway improvements as the city continues to develop.

The primary form of transportation in the City of Ovilla is the individual gasoline-powered vehicle. Whether that vehicle is a pickup truck, an automobile or a SUV (Sport/Utility Vehicle), most Ovilla residents rely on their individual vehicles as their sole means of transportation. For this reason, the transportation element of the Comprehensive Land Use Plan Update is focused on the system of public roadways, which is designed to expedite traffic movement and enhance safety. The Thoroughfare Plan also includes recommendations for developing alternate modes of transportation within the city, as well as recommendations which create a continuous process of planning, implementation, monitoring, and evaluation to assure that the mobility needs for citizens of Ovilla will be met as development occurs.

The Thoroughfare Plan should enable the City to implement a systematic process of upgrading and developing thoroughfares in accordance with the City's Future Land Use Plan. This process should include: (1) an evaluation of proposed roadway improvement regarding compliance to the Thoroughfare Plan; (2) preparation of detailed route studies to locate the exact location of a street that is shown conceptually on the Thoroughfare Plan; and (3) preparation of engineering plans and geometrics (including extra turn lanes at major intersections) once detailed routes have been established.

Definitions

A number of terms used throughout this chapter should be defined in order to provide an understanding of existing and future transportation needs. These terms include the following:

Functional classification - The roadway classification system is intended to categorize streets by function for the purpose of clarifying administrative and fiscal responsibility. A complete circulation system provides separate facilities for the movement, transition, distribution, collection, access, and termination of trips. Freeways and arterials handle principal movement functions. Collector streets serve to gather traffic from local streets and feed it to the arterial system and to provide access in commercial and industrial areas. Local streets provide direct access to adjacent property.

Capacity - The capacity of a roadway as defined by the Highway Capacity Manual, is the maximum hourly rate at which vehicles can reasonably be expected to traverse a point or section of a roadway during a given time period under prevailing roadway, traffic, and control conditions. Roadway conditions refer to the geometric characteristics of the street such as type of facility, number and width of lanes, horizontal and vertical alignment, and design speed. Traffic conditions refer to the type of vehicle mix and the distribution of vehicles in available lanes. Control conditions refer to the types and specific design of traffic control devices such as traffic signals, signs, and turn restrictions. Other factors that affect the capacity of a roadway include weather and driver characteristics.

Traffic Volume - Traffic volume is a measurement of the total number of vehicles that pass a given section of a roadway during a given time period. Volume is generally expressed in terms of annual, daily, or hourly rates. Traffic volumes vary by the time of day, day of the week, season, and month. Annual average daily traffic (AADT) is the average daily traffic on a roadway, averaged over a full year, and is often used in travel forecasting and planning. Within this report the term vehicles per day (vpd) is used to reflect traffic counts made over a 24-hour period that have not been converted to annual average daily traffic and, thus, may not account for daily, weekly, or seasonal variations.

Through Traffic - This term is used in two ways, depending on the particular discussion: 1) to identify trips that do not have a local destination (i.e. are not stopping within Ovilla); and 2) to identify trips that may have a local destination, but are traveling through a particular section of the City.

Existing Conditions

Ovilla's existing transportation system is designed to accommodate private vehicular traffic. Interstate Highway 35E and State Highway 67 are approximately 3.75 miles from Ovilla to the east and 5.30 miles from Ovilla to the west respectively. Currently, no other forms of transportation are available in Ovilla.

Highways & Streets

Ovilla Road (F. M. 664) is the major internal transportation spine for Ovilla. It is the only direct traffic route through Ovilla. All other roadways are modified county roads that meander around various physical constraints. Ovilla Road is also a Texas Department of Transportation (TxDOT) maintained facility. The section of Ovilla Road from Hampton Road to Cinnamon Spring Street is a three lane asphalt roadway with a continuous left turn lane. The remainder of Ovilla Road is only two lanes in width.

Westmoreland Road is currently a north-south country road, with its ultimate purpose to serve as a principal arterial providing connection down to Lariat Trail and Red Oak Creek Road. Westmoreland road will serve as the primary entry point into the City from Future Loop 9.

Cockrell Hill Road is a two-lane rural section of roadway that provides access to the center of the City. The current development that exists adjacent to the roadway, primarily residential development of half-acre of larger lots creates a limiting factor to the increase of traffic and ultimately dictates the ultimate thoroughfare classification.

Joe Wilson Road is a north-south country road that acts as a collector down to Johnson Lane. This road currently serves to take pressure off of Westmoreland Road as a north-south arterial.

Montgomery Road/Bryson Lane & Red Oak Creek Road are small residential collectors that wind near creeks and are canopied by beautifully abundant trees. Both roads are very scenic entrances to the central portions of Ovilla.

Shiloh Road is an east-west collector that provides access between the City of Midlothian and Ovilla. It is a small country road that bisects Ovilla's ETJ and feeds to Ovilla Road. Shiloh Road has recently and is anticipated to experience increased traffic resulting from changes in adjacent land uses and development.

Duncanville Road is a north-south collector that provides access between the City of Cedar Hill and Ovilla. Currently, this thoroughfare is a small country road that is approximately 1,000 feet in length within the City of Ovilla municipal limits and terminates at Johnson Lane. This thoroughfare will ultimately be extended to the south and eventually connect with Bryson Lane to continue south.

Bicycle & Pedestrian

Pedestrian and bicycle transportation are often forgotten as viable modes of travel in today's mobile society. In order to provide for easy and safe pedestrian and bicycle travel, sidewalks, pathways, and crosswalks should be required to be included in future development plans. This type of access is needed to commercial centers, along arterial

streets and between residential areas, schools. By requiring appropriate infrastructure for pedestrians in new developments, and retrofitting existing developed areas, traffic and parking issues may be lessened in intensity, and quality of life may be improved. The City may also wish to provide bicycle racks or covered storage areas in public facilities.

Street Functions & Classifications

Streets located within municipalities generally are various sizes, and have different numbers of vehicle traffic lanes and design requirements. This Plan has categorized Ovilla's streets according to the Standard Street Classification System used by the Texas Department of Transportation (TxDOT). Each type of roadway in the classification system has right-of-way widths, lane widths, number of lanes, and medians appropriate to the traffic and speed required of the street. *Table 5.1, Summary of Street Classifications* provides the following information in tabular format.

Table 5-1
Summary of Street Classification

Land Use Plan Classification	Thoroughfare Plan Classification	
Local Residential Street	R2U	Residential Two Lane Undivided
Collector Street	C2U	Collector Two Lane Undivided
	C4U	Collector Four Lane Undivided
Minor Arterial Street	M2D	Minor Arterial Two Lane Divided
	M4U	Minor Arterial Four Lane Undivided
	M4D	Minor Arterial Four Lane Divided
Principal Arterial Street	P6D	Principal Arterial Six Lane Divided
	P4D	Principal Arterial Four Lane Divided
	P4U	Principal Arterial Four Lane Undivided
Freeway (Proposed Loop 9)	FW	Typically Four to Ten Divided Lanes

* R2U streets are not shown on the Thoroughfare Plan.

Freeways

Freeways or highways consist of controlled limited access roadways with divided lanes for directional traffic. Freeways are designed to move high volumes of traffic, typically in excess of 40,000 vehicles per day, with maximum efficiency. Freeways generally have from 4 to 8 lanes and require 250 to 500 feet of right-of-way. They provide no direct access to adjacent property, and main lanes are grade separated at intersections with arterial roadways. Service roads may be provided along the freeway to facilitate access to and from the main lanes and to provide access to adjacent property. Interstate 35E and State Highway 67 are the two freeways near to the city of Ovilla. The proposed Loop 9 may be classified as a freeway and run on the city's northern boundary.

Principal Arterials

Principal arterials are designed to serve major traffic movements through the city by carrying large volumes of traffic across or through the city as efficiently as possible. These roadways should be continuous in length, connect with freeways, and serve major traffic generators. Typically, principal arterials should be spaced between two and three miles apart. They are designed to carry between 10,000 and 40,000 vehicles per day requiring from four to six lanes. Access management is essential to ensure maximum operating efficiency of the roadway. However, because commercial development generally occurs along arterial streets, control of access is often difficult to achieve. Intersection spacing should be at intervals of not less than one-fourth mile. Intermediate unsignalized access points and median breaks to accommodate public streets or private driveways should be avoided. To facilitate the flow of traffic, designated turn lanes and acceleration/deceleration lanes may be required in areas of commercial development.

Minor Arterials

Minor arterials are generally designed as four-lane roadways; with the exception of the two-lane divided minor arterial proposed. They may be either divided or undivided, and are designed to connect the primary arterials and provide system continuity. Generally, minor arterials are spaced at approximately one mile intervals, and define the limits of a neighborhood. They are designed to carry traffic volumes of 10,000 to 15,000 vehicles per day, and like principal arterials, direct access should be limited. Intersections for four-lane minor arterials should be spaced at intervals of no less than one-fourth of a mile and intermediate access points to accommodate public streets or private driveways should be avoided. Two-lane minor arterials are designed to accommodate rural traffic and provide pocket medians to allow access for turning movements. The classification of Shiloh Road as an arterial M4U should be further studied given potential design constraints.

Collector Streets

Collector streets are intended to serve internal traffic movements within an area and carry traffic from local streets to the arterial network, and may be designated as principal and minor collectors. Generally, collector streets are designed with two lanes, are between 1 and 1/2 mile in length, and carry traffic volumes between 1,000 and 10,000 vehicles per day. Minor collector streets should be located to provide access to the local street system in a neighborhood and be curvilinear in design, in order to discourage through traffic in neighborhoods. Typically, they include two traffic lanes and two parking lanes and should be less than one mile in length. The classification of Red Oak Creek Road as a collector C4U should be further studied given potential design constraints.

Local Streets

Local streets provide access to residential property and feed the collector street system. Local streets typically carry volumes of less than 1,000 vehicles per day. Streets are no more than two lanes and should be designed to discourage any type of through traffic movements, either through a curvilinear arrangement, through the incorporation of loops and cul-de-sacs, or both.

Thoroughfare Plan Map

City of Ovilla, Texas

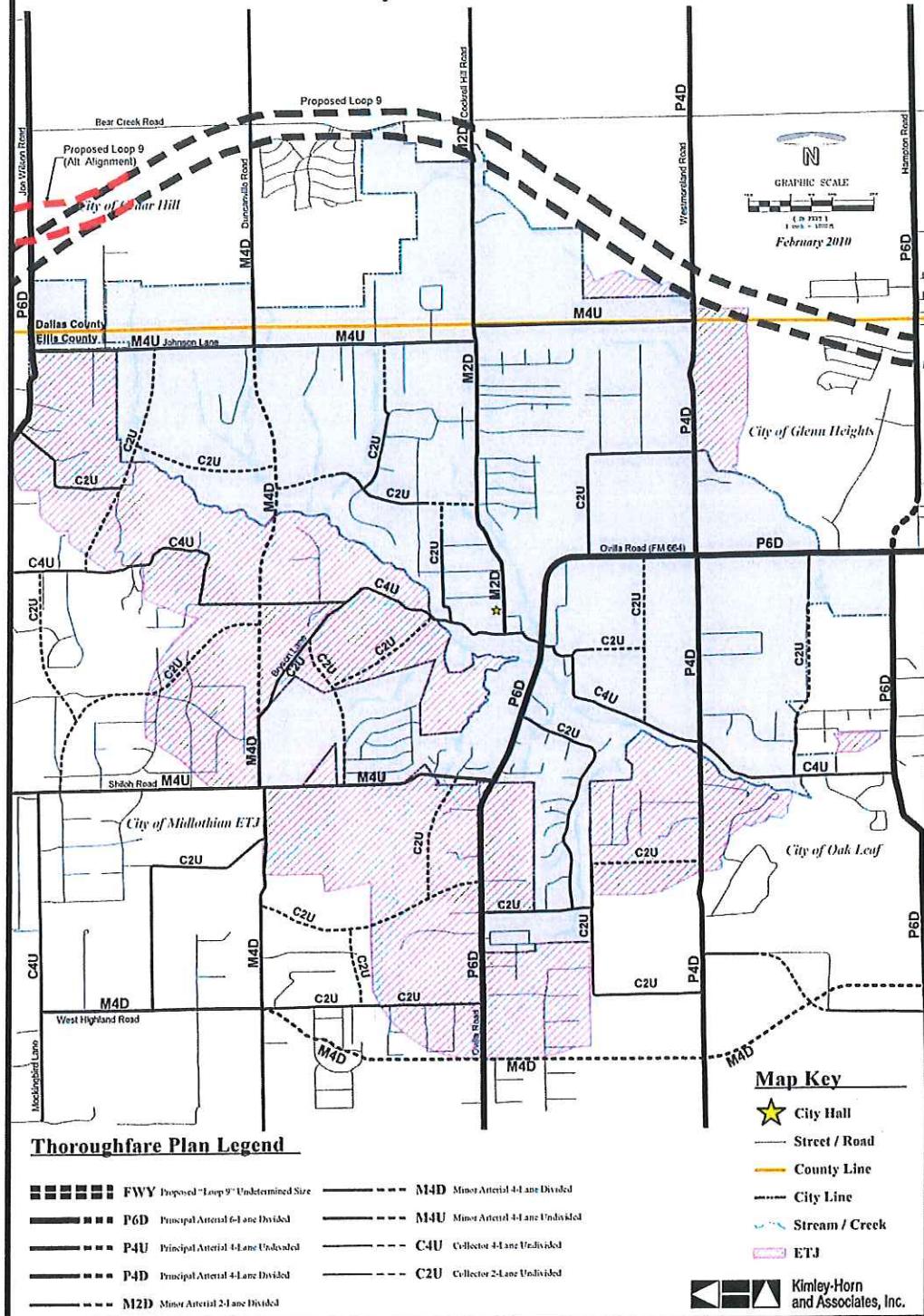


Figure 5.1, City of Ovilla Thoroughfare Plan Map 2010

Thoroughfare Plan

The City of Ovilla has classified its streets in categories of residential streets, collector streets, minor arterials, and principal arterials. The proposed thoroughfare plan network is shown on *Figure 5.1, Thoroughfare Plan Map 2010*.

Ovilla Road (F. M. 664) will continue to be the City's principal arterial with Westmoreland Road playing a secondary arterial role. The character and physical constraints of the City of Ovilla preempt the need for additional principal arterial streets.

The majority of the roadway improvements shown on the Thoroughfare Plan are related to the street designated as minor arterials. Almost all of these roadways are currently two lane county-type roads without curbs and gutters and without adequate pavement width to accommodate the existing traffic volumes. These streets need to be widened to four lanes to handle the increased volumes that will occur as development of the area continues. Off-set intersections need to be aligned and roadway connections need to be made.

Protecting the Capacity of Streets

Funding for construction and improvements to thoroughfares represents a major public investment. In the past thirty years, federal and state funds have been widely available to assist cities in building and maintaining an efficient and safe system of highways and arterial roadways. Today, however, funding from federal and state sources is becoming increasingly harder to obtain as more and more projects compete for limited dollars. As a result, it is important for the City to implement policies to protect the capacity of their major streets. In addition, the City should consider all funding options, including bonds, general funds, grant programs, and private developer participation.

Roadway capacity is a function of the number and width of lanes, design speed, horizontal and vertical alignment, type and number of traffic control devices, and access and turning movements. Capacity can best be preserved by limiting points of access through subdivision and development ordinances, prohibiting left turn traffic movements by restricting the number of median breaks, and requiring acceleration/deceleration lanes at high volume commercial driveways.

Ideally, no direct access should be allowed onto arterial and major collector streets except at intersections. Developments should have access provided via local streets that intersect the arterial and collector roadways. A minimum frontage requirement should be set in order to limit curb cuts in corridor commercial and industrial developments, with the ultimate number of curb cuts being determined during the development review process. The review process for site plans is an appropriate time to include consideration of cross access and limiting the number of driveways for site specific developments.

Policies to limit access have often proven difficult for cities to implement because properties adjacent to the road may not meet the minimum frontage requirements and courts have held that owners cannot be denied access from the roadway.

Therefore, any consideration of cross access and limitation of driveways must address available right-of-way. It is especially difficult to implement access management when improvements are planned along roadways where developments have existing driveways. Under these circumstances, the City must often wait for redevelopment to occur before the desirable changes can be made. The City of Ovilla should continue to explore access management strategies that have been successful in other areas.

Bicycle & Pedestrian Circulation

Bikeways and sidewalks will become more important in the future, not only as the mark of quality urban development, but as an alternate mode of transportation. The City of Ovilla should consider developing a bikeway plan that would coordinate the development of a greenbelt hike and bike trail system with a comprehensive system of bikeways throughout the City. Key elements of the bikeway plan should include methods to provide bikeways within the rights-of-way of major streets as well as separate bikeway facilities, and to encourage developers to provide bike facilities in new developments.

To accommodate pedestrians, the City should require sidewalks in new developments and redevelopments. Specifically, the City should consider the following:

- Require sidewalks along both sides of arterial and collector streets;
- Require sidewalks in residential areas on all streets;
- Encourage the connection of sidewalks in residential areas and to commercial and recreational areas by working with developers as projects are planned;
- Provide pedestrian pathways in public recreation areas;
- Implement a low cost, shared resident/public program to replace older, substandard sidewalks. This could be done in conjunction with the street improvement program; and
- Consider including projects that retrofit older developed areas that do not have sidewalks into the Capital Improvements Program (CIP) for arterial and collector streets.

Street Improvement Program

The City of Ovilla currently identifies necessary roadway improvements for inclusion in an ongoing Capital Improvement Program. Refinement and continuation of the current process by using a systematic street evaluation process will assist the City in maximizing the street improvement needs with the available sources of funding. A Street Improvement Program to provide a systematic process for street reconstruction and maintenance should be incorporated into the current street construction and maintenance efforts.

This Street Improvement Program should include the following:

- Arterial Street Needs: Implement a City-funded program to meet arterial street improvement needs through the year 2030. This program would support TxDOT efforts within the City as well as provide funds for arterial improvements for which the City has sole responsibility.
- Street Reconstruction and Maintenance: Implement a ten or fifteen year street reconstruction and maintenance program that will bring Ovilla's street system to a satisfactory level of serviceability throughout the life of the program. Implement a uniform program of maintenance and reconstruction after the fifteen years to maintain the City's street system in serviceable condition for the foreseeable future.
- Design Standards and Access Management: Strengthen ordinances to require adequate street widths and to assist in managing access on arterial and major collector streets during development and redevelopment.

Transportation Planning & Monitoring

The relationship between land use and transportation is well documented. Development creates the desire for access to the developed area for specific activities, such as shopping, recreation, or employment. That access is provided through the transportation system. In addition, the thoroughfare system provides the basic framework for future growth in undeveloped areas of the city. An improvement or extension to the transportation system will often induce development in the improved area. The transportation planning process must continue to monitor existing and proposed future land use as well as population, employment, and socio-economic characteristics to identify current and anticipated transportation needs.

Chapter 6. Planning Principles

Urban Design Elements

The term "urban design" refers to the planning of development in a comprehensive manner in order to achieve a unified, functional, efficient, and aesthetically pleasing physical setting. Urban design consists of a number of elements that are accepted by planning professionals as desirable and necessary for the orderly growth and development of an area; they enable planners to effectively create the desired form of the city. The urban design elements that have been applied in the City of Ovilla Comprehensive Land Use Plan are the neighborhood concept, commercial corridor and commercial node development forms, edges and transitions, screening walls and buffers, and focal points and entry statements.

The urban design elements are applicable to future development, and should also be applied to existing development whenever possible. These elements should be considered when opportunities for redevelopment and revitalization arise in established areas of the City. By exercising flexibility in applying these elements to older areas of Ovilla, existing development may be retrofitted to also utilize these planning principles and modify the existing development patterns and the city as a whole will benefit from increased efficiency and aesthetics. Furthermore, the intent of the Urban Design Elements is to provide a general framework for future development and redevelopment within the City of Ovilla; however, this should not be construed so as to prevent the City of Ovilla from exploring alternative and innovative development patterns that are in the best interest of the City.

Neighborhood Concept

The neighborhood concept, as shown in *Figure 6.1, The Neighborhood Concept*, is one of the oldest and most widely used and accepted practices in urban land use planning. This concept helps to create quality spaces in which people may live. The concept places primary emphasis on creating neighborhoods that are buffered from the impacts of elements from outside the neighborhood system. By utilizing a transition of land use intensity, the most sensitive element of a neighborhood, residential use, is protected from the effects of intense commercial use.

The foundation of a neighborhood is its streets. Streets serve two primary purposes in neighborhood systems: to facilitate the movement of people and goods, and to serve as physical boundaries between adjacent land uses or neighborhoods. Streets should be designed and located so as to accomplish their purpose of efficient traffic service, while discouraging through traffic in neighborhoods. In order to maximize visibility and safety, intersections of more than two streets should be avoided, and intersections are required to meet at ninety-degree angles. The types of streets, their functions, and characteristics are described in detail in the Thoroughfares chapter of this document.

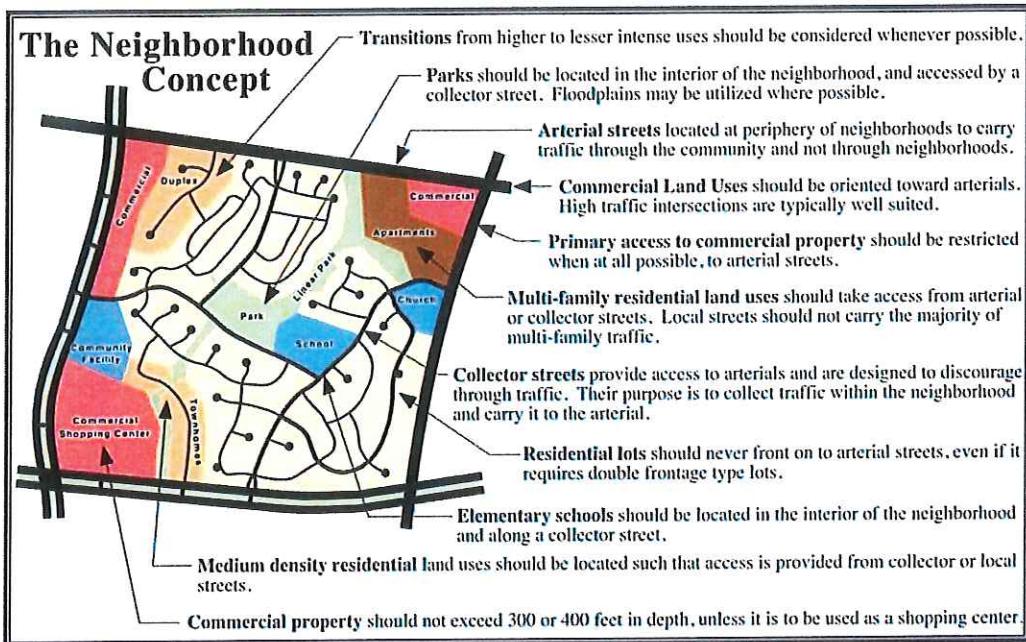


Figure 6.1, Neighborhood Concept

Arterial streets define the limits of a neighborhood by bordering the area on all sides. These roads, which are designed for heavy traffic, are appropriate locations for commercial uses. The number of entrances from arterials into the neighborhood should be limited. This enhances the efficiency of the arterial system, while preventing a high volume of traffic from entering the neighborhood.

Collector streets provide for circulation within the neighborhood; they connect local streets to the arterials. Collector streets are appropriate locations for moderate and limited high-density housing. Curvilinear street layout, rather than traditional grid patterns, should be designed, in order to limit traffic and slow traffic speed.

Local streets provide direct access to residences, and carry a low volume of daily traffic. Like collectors, these roads should be curvilinear in design. In addition, the use of loops and cul-de-sacs will further reduce traffic speed and volume.

The neighborhood concept considers the most appropriate location of different land uses within the neighborhood and on its boundaries. Low density housing should typically be located on the interior of the neighborhood, in order to protect the sensitive residential area from intense land use effects on the periphery of the neighborhood. Typically, larger neighborhoods should also provide for the location of schools and community facilities such as parks and fire stations within this central area. Moderate or high-density housing should be located toward the periphery of the neighborhood and on collector streets. These residential land uses may be used as a buffer area

between commercial and lower density residential land uses. Commercial land uses should be located on the outer limits of the neighborhood at intersections of arterial streets. These should be oriented toward the arterials, so as not to encourage commercial traffic in the residential neighborhood, and should incorporate buffer yards and/or screening fences when located adjacent to residential uses. Commercial land use within a neighborhood should be limited to retail sale of goods and personal services primarily for persons residing in the adjacent residential areas.

In addition to the configuration of streets and the location of land uses within the neighborhood, criteria for lot design should be considered. Lots adjacent to arterial streets and corners should be deep and wide, with adequate rear and side yard setbacks to facilitate sight distances at street intersections. Except within the proposed Minor Arterial (Two-Lane Divided) thoroughfare section for Cockrell Hill Road, low-density residential lots should not have direct access to adjacent arterials. This access would create safety hazards to the residents and impede traffic flow on the arterials. The above characteristics and criteria function collectively to protect the integrity of the neighborhood from external pressures and to enhance its identity.

Commercial Development Forms

Commercial development, because of its infrastructure needs, intensity, and traffic volume, is a critical land use to the urban form of a community. Elements such as building orientation, lot depth, land use intensity, and location should be planned so that this necessary type of development becomes an asset to the community, rather than an eyesore. The following urban design elements, the commercial corridor and the commercial node, are designed to provide appropriate locations for commercial use, while protecting the capacity of streets, buffering adjacent land uses, and maximizing the efficiency of the commercial development.

The commercial node and corridor models are intended to prevent the development of "strip commercial" areas. The familiar characteristics of strip commercial include the following:

- Shallow lots, usually between 100 and 200 feet deep;
- Numerous small parcels with individual owners;
- Numerous curb cuts for entrances;
- Numerous small buildings with no architectural unity;
- Minimal (or no) landscaping in and around the parking lots;
- Limited parking usually restricted to the front setback area or along the street; and
- The lack of landscaping or other buffers, especially in the rear, with the adjacent residential areas exposed to a blighting influence.

Strip commercial development currently exists along portions of Ovilla Road east and west of Interstate 35E, just outside the city limits of Ovilla, within the municipalities of Glenn Heights and Red Oak. Unchecked this development style will likely continue, and will be difficult to correct in the near future. However, future commercial developments in Ovilla should be required to incorporate the elements of the following commercial models into their design plans, and as opportunities for redevelopment of older areas arise, these principles should be observed in order to reverse some of the undesirable effects of strip commercial development.

Commercial Corridors

The commercial corridor development form, *Figure 6.2, Commercial Corridor Development Form* emphasizes the location of commercial uses along an arterial. This development form is characterized by high intensity commercial use located near the intersections of major arterials, with less intense commercial uses located along the arterial between intersections. Commercial corridors should be limited in depth to 300 feet, in order to prevent conflicts in land use and minimize the potential of landlocking some properties. In order to create cohesiveness among a variety of commercial uses, development guidelines should require uniform signage, shared driveways, and landscaping along the thoroughfare in commercial corridor developments.

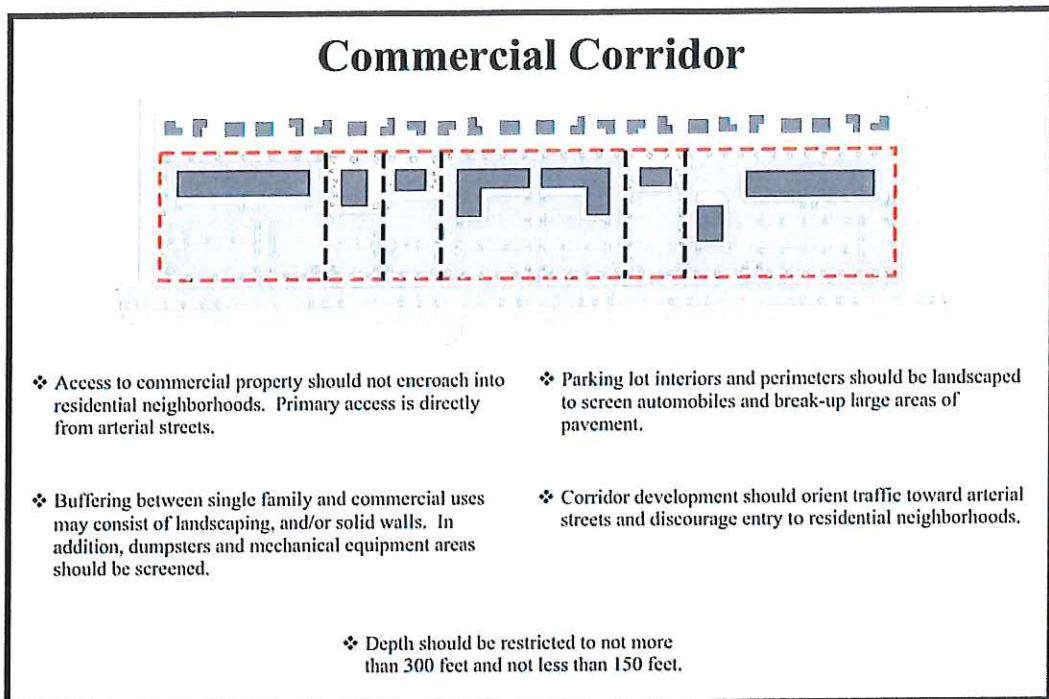


Figure 6.2, Commercial Corridor Development Form

Commercial Nodes

The commercial node development form, *Figure 6.3, Commercial Node Development Form* consists of commercial land use that generally develops around intersections of major thoroughfares and around intersections of collector streets with arterial streets. A distinguishing characteristic of nodal development is that the commercial activity is directed toward the intersection, and does not extend along the intersecting streets. The size of a commercial node is generally not limited, but is determined by the type of commercial use at a particular location. A node may be small, containing neighborhood service type uses, or large shopping centers or a large number of commercial structures. High intensity commercial uses are typically located at the intersection of arterial streets, while less intense commercial uses such as professional offices may be used as a buffer between the high intensity uses and

neighboring residential land use. Additional screening or landscaping should be used to further reduce the effects of the commercial uses on adjacent residential uses, and to define the boundary of the adjoining land uses.

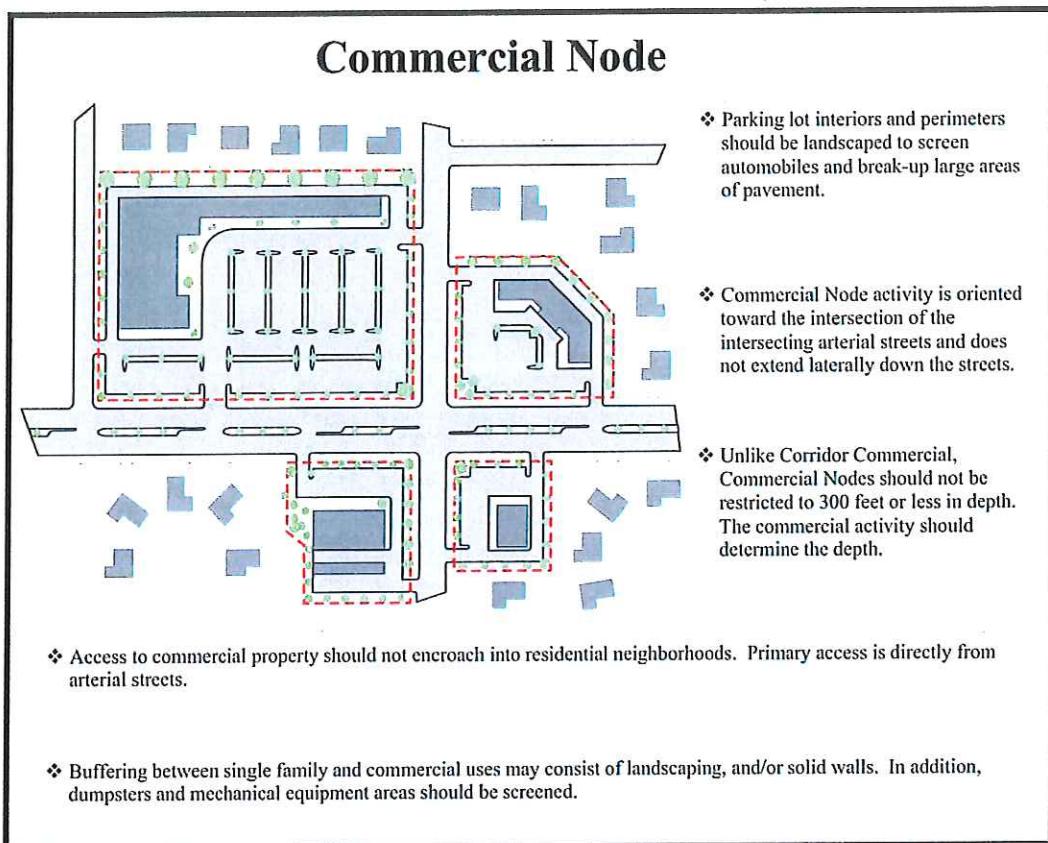


Figure 6.3, Commercial Node Development Form

Edges and Transitions

Well-defined edges and gradual transitions of land use are important to the function of the Comprehensive Land Use Plan. Edges are boundaries of land uses which clearly indicate the beginning and termination of a land use type, while transitions are land uses which serve as a buffer zone between uses of differing intensity.

Edges are generally recognized as physical elements, such as a river, creek/floodplain, interstate, or railroad. These physical elements may serve as a barrier to contain intense land uses, such as industrial or heavy commercial use. The significant physical elements that serve as external perimeter edges for Ovilla are Joe Wilson Road, Bear Creek Road, Hampton Road and the Little Creek floodplain. In the future the proposed Loop 9 will also act as an external edge for Ovilla. The internal edges within Ovilla are primarily the drainage ways and creeks which create physical barriers to development and vehicular access between neighborhoods. Ovilla Road also creates an interior edge. Even though Ovilla Road is a major traffic corridor and transportation spine, it is also a physical barrier to some types of development.

Land use edges are especially important in areas of industrial or heavy commercial use because the tendency with these types of use is to gradually expand the intense use into adjacent residential neighborhoods. Commercial or industrial encroachment into a residential neighborhood may have detrimental effects, whereby potentially causing residential property values to diminish in the area, and thus the established neighborhood may tend to become unstable and transitional in nature. Therefore, any potential industrial or heavy commercial uses must be evaluated thoroughly to assess the potential impacts on existing land uses as well as future land uses.

Transitional land uses are also an important element of the Comprehensive Land Use Plan. While it is recognized that not all land uses are compatible with one other, some land uses are quite compatible with others. For example, an industrial land use is generally not considered to be compatible with low density residential use. It is therefore desirable to avoid development of these two uses adjacent to one other. By limiting the number of areas where these land uses are located next to one another, we recognize the interrelationship between land uses and avoid encroachment of non-residential uses into residential neighborhoods. On the other hand, industrial land use is often considered to be compatible with commercial land use, so it would be more appropriate to develop the two uses adjacent to one other. In the same manner, a professional office building that exhibits characteristics of residential development would be compatible with residential development in some instances. In situations where incompatible land uses are developed adjacent to one another, it is important to keep impact relationships in mind and provide either transitions or buffers to protect the less intense use.

The recognition of land use compatibility establishes a transition from high intensity uses to less intense uses. Usually this is considered to be from a heavy industrial use on one extreme to low density residential use on the other extreme. An example of a transitional use in Ovilla is illustrated on the Future Land Use Map, in the area of the Cockrell Hill Road and Ovilla Road potential future intersection. The existing commercial use that is located to the north fronting on both roads is separated from low-density residential uses planned to the northwest by park and open space land uses.

Screening Walls and Buffers

Unfortunately, it is inevitable that conflicting land uses will occasionally be located next to one another. When this occurs, the appropriate action is to provide a means to soften the impact of the more intense use. This may be accomplished in two ways: by constructing screening walls, or by providing a buffer area between the two incompatible uses. The preferred option would be to have a significant open space area located between the uses. When that is not possible, the next preferred option would be to have the combined use of a screening wall and landscaping.

Screening Walls: Walls that are used for the purpose of screening incompatible uses should be solid. Wooden fences are not recommended for this purpose because the properties of a wooden fence cannot offer an adequate barrier to offensive impacts from adjacent uses, and they have a tendency to deteriorate over a short period of time. They may eventually lose panels and cease to function as a visual barrier. The visual unsightliness of deteriorated wooden fences may constitute a more offensive situation than the unscreened incompatible uses. For these reasons, it is

recommended that screening walls consist of solid masonry material. When combined with landscaping, this type of buffer provides an adequate barrier from visual and sound pollution of adjacent incompatible uses.

Screening walls placed adjacent to public roadways should always be combined with a variety of landscaping material. This will help to avoid a "tunnel effect" which may occur along a road which is lined on both sides with fencing or screening walls. Landscaping combined with fencing or screening walls not only improves the appearance along the roadway, but increases protection from the noise of a high traffic thoroughfare. In addition to landscaping, construction techniques should be used that provide for a visual variation in wall pattern and elevation. Alternating runs of masonry and wrought iron can provide variety in the screening wall. When wrought iron is used, landscaping should be included to assure visual screening. In addition, instead of a straight alignment along the property line, a ten-foot screening easement may be permitted adjacent to the property line to permit a curving in-and-out alignment within the easement.

Landscape Buffers: Incompatible land uses may also be effectively screened with the use of landscaping material. There may be occasions where a six-foot screening wall, while limiting access, does not provide adequate characteristics to buffer against sound or visual effects from adjacent property. This may occur, for example, when an intense commercial or industrial use is located on an elevation significantly above a less intense residential use. When the elevation at the foot of the screening wall is at least four feet lower than the base of the commercial or industrial structure being screened, a wall may not sufficiently screen the commercial or industrial use. Since it is unreasonable to expect a wall to be constructed that would be tall enough to accomplish the screening, the use of landscaping is necessary. For all sites which exhibit this condition, it is recommended that rapid growing trees, at least three inches in diameter at planting, be placed along the screening wall at fifteen foot intervals. If sufficient land area exists between the incompatible land uses, the commercial or industrial use may wish to incorporate the use of berms in the screening and buffering plan.

Signage

Generally, a monument sign is preferred for subdivision entrances, non-residential use and commercial signage. Depending upon the location, the monument sign should have historic characteristics and/or masonry elements and should be placed within a landscaped area. Specific signage materials and dimensions should be established and enforced by ordinance.

Focal Points and Entry Statements

Focal points and entry statements are design elements that are used to draw attention to significant areas of the city. These elements, which are intended to make a statement about the community, may incorporate a combination of landscaping, decorative pavers, banners or signage, street furniture, and statuary in order to create interest in a particular location, and establish a community theme throughout the City.

Focal points are used in locations where unique characteristics are evident, such as the proposed "Town Center" area. These sites are different from other areas of the city because of the amount of traffic and visibility associated with their locations. These areas become focal points in order to capitalize on the unique nature of these locations and may be used to establish a theme, when similar elements are placed throughout the community. Focal points could also be established at other city owned facilities by using uniform signage incorporating the city's logo at each location. Focal points may be simple or elaborate; the primary importance is placed on setting special areas apart and establishing a theme for the City.

Entry statements, like focal points, are intended to communicate to a resident or visitor that they have entered a new place. Entry statements, as the name implies, are special treatments applied where significant amounts of traffic enter the city. Monument signage, a flag with the City's logo, or landscaping treatment may be used to maximize these locations and focus a driver's attention. Major points of entry for the City of Ovilla are Westmoreland Road and Ovilla Road. Minor entry statements should also be considered at some of the county roads in the western part of the city such as Cockrell Hill Road, Joe Wilson Road, Johnson Lane, Montgomery Road/Bryson Lane, and Shiloh Road. Examples of entry statements are provided on *Figure 6.4, Entry Statement Examples*.

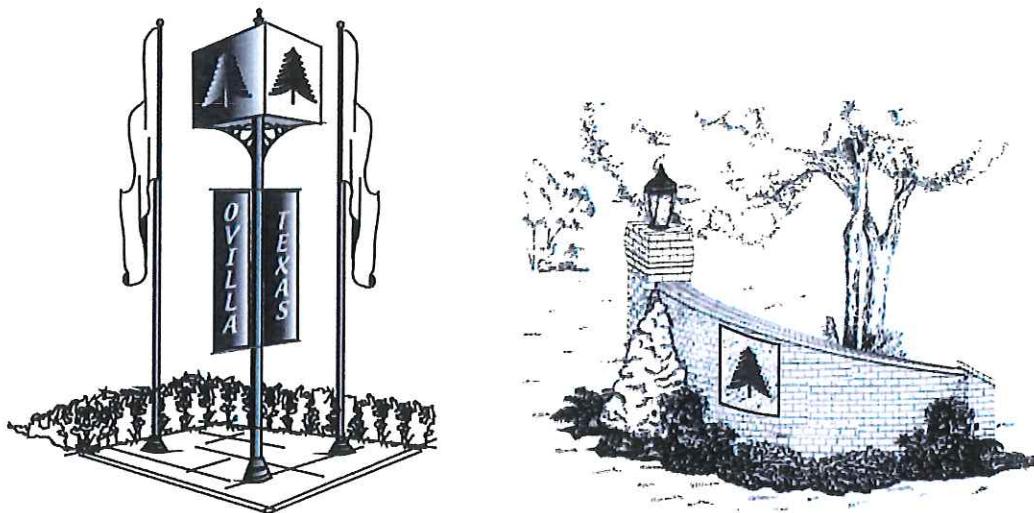


Figure 6.4, Entry Statement Examples

Both entry statements and focal points should be unique to Ovilla, and should cause those entering the community to recognize that they have entered Ovilla, Texas. Points of entry and focal point statements should be seen as an opportunity to "put the City's best foot forward."

Chapter 7. Future Land Use Plan

A number of factors must be considered when planning for the future development of a city. The primary factor is the set of goals and objectives developed by the citizens and City leaders. These goals and objectives are the foundation on which the future development of the City is based. They work together with the development forms mentioned in the Planning Principles chapter to create patterns of land use throughout the City. These patterns compose an image of the type of city that residents want Ovilla to be at the point of ultimate development. The City of Ovilla's goals and objectives are described in the Goals and Objectives chapter of this document.

Physical elements (including major roadways, railroads, the floodplain and flood-prone areas) also have an impact upon a city's development. These physical features serve as barriers to development, and can be either naturally formed or man-made. A number of physical features affect present and future development in Ovilla, but with careful planning, these potential obstacles may be turned into opportunities.

There are also several basic planning principles that must be considered when preparing a Future Land Use Plan. Nodal and corridor commercial development forms and the neighborhood concept are the basis for land use configurations in the Ovilla Comprehensive Land Use Plan. These concepts are described in detail in the Planning Principles chapter of this document.

Physical Features

Ovilla is bounded on all sides by rural undeveloped land. The major physical barrier within the City of Ovilla is the Red Oak Creek floodplain. The smaller floodplain areas along the various smaller creeks also have an impact on the development patterns of Ovilla. Ovilla Road and Cockrell Hill Road also provide barriers to development across their respective rights-of-way.

Red Oak Creek Floodplain

The City of Ovilla has several creeks that are natural barriers to development. Areas along the creeks are designated by the Federal Emergency Management Agency (FEMA) as flood prone land. Where flood prone land is located in close proximity to major arterials, the suitability for residential development decreases. However, opportunities for residential development may be enhanced by permanent open space adjacent to flood prone areas. Flood prone areas can then be incorporated into linear parks, public open space, and other recreation schemes compatible with residential development.

Ovilla Road (F.M. 664)

The edge and barrier factor of Ovilla Road is a matter of perspective. The very nature of a high traffic corridor attracts certain types of land uses and repels other lower intensity land uses. Commercial uses attracted to Ovilla Road increase the width of this commercial corridor. This creates a challenge to the City of Ovilla to encourage the successful residential development presently occurring in the northern portion of Ovilla to spread and flourish in southeastern Ovilla.

Neighborhoods and Corridors

Using the various physical constraints, major thoroughfares and land use groupings, the City of Ovilla was mapped into five mixed-use neighborhoods, two corridors and a special district as shown in Figure 7.1, Neighborhoods & Corridors Map. The five mixed-use neighborhoods are predominantly large lot and rural single family residential with private schools, parks, churches and commercial. The neighborhoods are: the Northwestern Ovilla Neighborhood (north of Red Oak Creek and west of Cockrell Hill Road), the Northeastern Ovilla Neighborhood (between Cockrell Hill Road and Ovilla Road), the Southeast Neighborhood (between Ovilla Road and the Red Oak Creek floodplain), the South Ovilla Neighborhood (south of the Red Oak Creek floodplain and east of Ovilla Road), and the Southwest Ovilla Neighborhood (west of Ovilla Road and south of the Red Oak Creek floodplain including some of the extra-territorial jurisdiction). Ovilla Road and Cockrell Hill Road, are the main corridors, and these are included in the mixed-use neighborhoods because they define the edges and boundaries of the neighborhoods and also provide the neighborhood services to support the adjacent residential areas. The proposed Town Center Study Area is located from Cockrell Hill Road, south of Ashburne Glen Addition to East Main Street and centers on the historic area on West Main Street.

Planning Principles

The planning principles used in the Ovilla Comprehensive Land Use planning effort determine the urban form of the City. Urban form is generally defined as the physical pattern and configuration that cities take as land is developed. The urban form elements used in the City of Ovilla Comprehensive Land Use Plan include the neighborhood concept, the commercial node development form, the commercial corridor development form, edges and transitions, screening walls and buffers, and focal points and entry statements.

Although development opportunities may arise in the future that are not consistent with the Future Land Use Plan map, such development would not necessarily be inconsistent with the Comprehensive Land Use Plan. In these situations, the development should be required to occur in accordance with the planning principles and development goals as defined in this Comprehensive Land Use Plan text document. Therefore, in situations where it appears that the character of development is consistent with the principles described in the Comprehensive Plan text, deviations and/or variations from the Future Land Use Plan map may occur.

Neighborhoods & Corridors Map

City of Ovilla, Texas

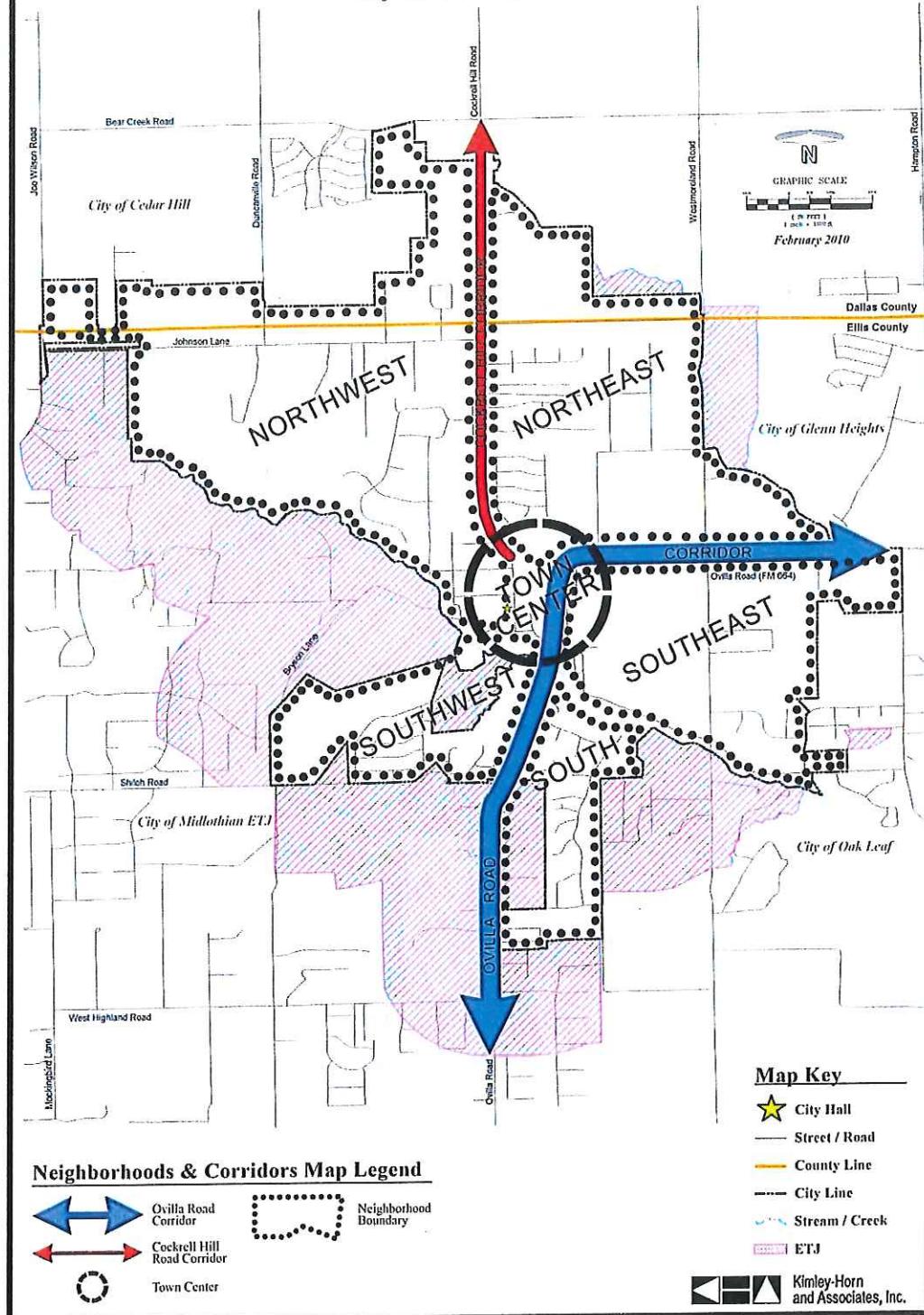


Figure 7.1, City of Ovilla Neighborhoods & Corridors Map 2010

Ovilla's neighborhoods are currently developing and have not yet achieved the classic neighborhood concept form. As the streets and roadway develop in conformance with the Master Thoroughfare Plan these neighborhoods should grow and mature. Figure 7.2, Future Land Use Plan Map illustrates the future pattern of land use for the City of Ovilla.

Residential Development

The Future Land Use Plan addresses two residential categories: single family residential, multifamily residential (apartments) and manufactured housing.

Single Family Residential

The single family residential land use is the category with the largest amount, 85 percent, of land area. The existing low-density residential development includes a range of lot sizes, home sizes and values. This category is composed of single family units that occur throughout the city in the predominately low-density single family neighborhoods. The majority of existing lot sizes are a half acre or greater. To maintain the rural, low-density residential characteristics that currently prevail throughout Ovilla, future development must be guided to follow a similar pattern. The City of Ovilla Zoning Ordinance provides for zoning districts and describes the density level within those districts. A further review of the current zoning ordinance and zoning map may be necessary to provide the desired results.

The current character of the city should be maintained with the majority of residential lots being one acre or greater and the remainder being one-half to one-third of an acre. Terrain or other factors may play a role in dictating residential densities. The overall Land Use Plan, as well as the Goals and Objectives of the city should be considered when reviewing the appropriateness of any future development.

Multifamily Residential

The Comprehensive Land Use Plan Review Committee expressed an interest to provide an available area for Multifamily Housing within the City of Ovilla. To this end, a tract of land designated as Multifamily is located in the far north portion of the City within Dallas County. In addition, the availability of multifamily residential in nearby Cedar Hill and DeSoto could also serve to provide for local demands for apartments and multifamily housing.

Manufactured Housing

Ovilla has several manufactured homes within the extraterritorial jurisdiction. Manufactured housing is a form of low-density single family housing and must meet all applicable regulations. The existing manufactured homes will be encouraged to redevelop as commercial or traditional single family residential.

Future Land Use Plan Map

City of Ovilla, Texas

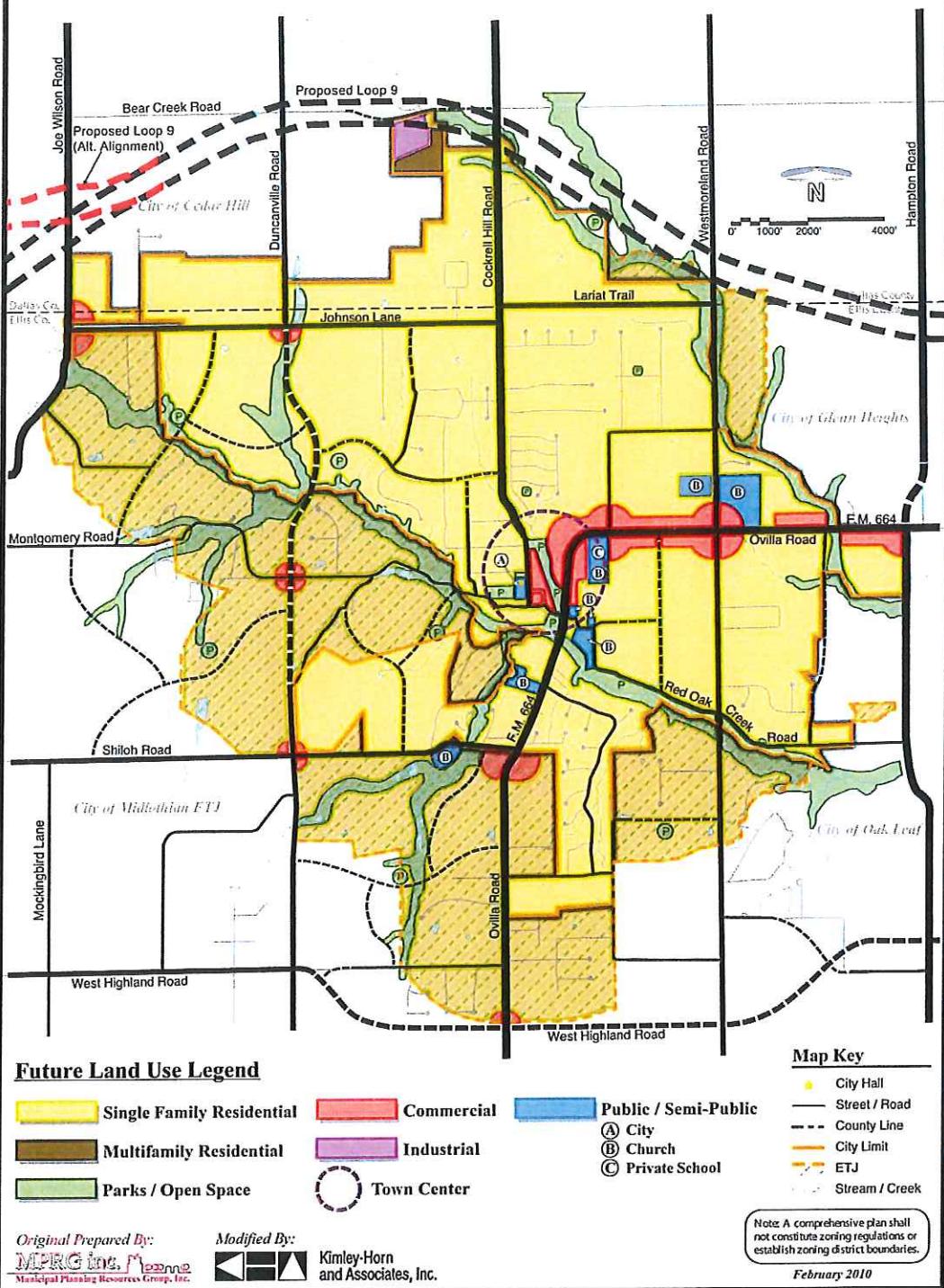


Figure 7.2, Future Land Use Plan Map 2010

Commercial Development

Due to the rural-residential nature of the City of Ovilla, heavy commercial and industrial uses have been discouraged from locating in the city. However, in the 2010 CLUP the recommendation is to designate an area for industrial uses adjacent to the proposed Loop 9 Tollway in the far north part of Ovilla located in Dallas County. Uses such as restaurants, light retail and service establishments are typical to the community. An effort should be made to discourage corridor commercial in undesignated areas, especially along remote county roads, and to place these uses at the appropriate intersections in a commercial node fashion.

Ovilla Road (F.M. 664) Commercial Corridor

Ovilla Road will remain as the major commercial corridor. This central commercial corridor should continue to develop and redevelop and the City should begin to utilize corridor planning principles. The City of Ovilla wants to “put its best foot forward”, so this commercial corridor should be attractive and developed in a sustainable fashion. The best way for the City to achieve this is to use the corridor planning principles to ensure that orderly and desirable development patterns emerge. The Ovilla Road corridor offers the most potential for commercial and sales tax growth for the City of Ovilla. The traffic counts on Ovilla Road will continually increase and the visibility of the adjacent commercial areas will allow them to attract customers from outside of the normal Ovilla market. The City of Ovilla should aggressively pursue the corridor principles. The corridor principles of shared access, increased landscaping and coordination of building façades will transform these existing commercial areas into more aesthetically pleasing spaces, which will encourage repeat business and improve the economic viability of the businesses. Provisions should be added to the Ovilla Zoning and Subdivision Ordinances regulating the number of curb cuts, amount of landscaping, and other site-related issues to implement the commercial corridor principles.

Ovilla Road & Shiloh Road Commercial Node

This existing commercial area will continue to develop and redevelop and commercial node principles should be applied whenever possible. As Ovilla Road and Shiloh Road continue to increase in traffic volume, the viability of a large neighborhood or community size shopping center at this location becomes more likely.

Light Industrial Park Development

As specified in the Goals & Objectives chapter of this Plan, it is the intent to provide for light industrial uses in the City of Ovilla. The intent is to provide for these uses adjacent to the proposed Loop 9 Tollway in the far north part of Ovilla located in Dallas County. This location will allow access to major thoroughfares as well as provide a location that is compatible with adjacent land uses.

Town Center Study Area

What is normally referred to in other communities as the Central Business District, is known in Ovilla as the “Town Center”. The physical boundaries of the area have not been exactly defined; it may be considered as being centered

on the historic area along West Main Street. Its limits are defined generally as being the municipal complex/park area along Cockrell Hill Road to the west and East Main Street to the east.

This area was the original business district of the town. Many of the structures in the “Town Center” share common construction or construction dates. Commercial, church and residential structures share these unique characteristics. Due to these characteristics and the historical significance of this area, special attention must be given to the development, redevelopment and restoration of the area.

A restored “Town Center” will act as a commercial alternative to the Ovilla Road Corridor, provide the community with a local identity, and assist in preserving the historical character of the area.

In order to make the vision of a downtown become more of a reality, consideration may be given to encourage the City of Ovilla, either alone or perhaps in cooperation with the Type B Economic Development Corporation, to purchase tracts of land or properties within this area as they become available to help direct desirable non-residential development patterns.

The “Town Center” has some key attributes that provide momentum towards implementing a plan for the area.

- **Local Government Structures:** The Municipal Complex: City Hall; Police Station; and Fire Station are all located within the “Town Center” area. These structures provide a hub for citizens and will keep people coming to the area even if it is only to pay water bills. Therefore, it is critical that these facilities remain in the area. Additionally, as future public facilities such as a community center, recreation center, senior activity center or library is proposed, the “Town Center” area should be considered first for the location.
- **Historic Buildings:** Some of the buildings are virtually the same as when they were built; some have been refurbished to their former condition; and some have been “modernized” in the fifties, sixties and later. Many of the remaining structures retain the flavor of the original townsite. While the Municipal Complex provides a hub in the area, the historic buildings, especially along West Main Street, provide the character.
- **Accessibility:** The “Town Center” has excellent accessibility. Ovilla Road, which serves as a minor arterial, bisects the area and the second, Cockrell Hill Road, creates a northern border. These two roads will continue to bring people to the area. It is also fortunate that two major portions of the “Town Center” are located along West and East Main Streets. This is significant in that it brings people to the area without disrupting the area with “through” traffic. This promotes pedestrian traffic and creates a feel of being “in” the “Town Center”. Heritage Park and the proposed north-south linear park will further enhance the accessibility to the area.
- **Business & Historical Associations:** An important element to planning and survival of the “Town Center” is the cooperation of the area merchants and other individuals who are interested in maintaining and re-establishing the character of the area. It is recommended that a merchants association for the area be established to work in cooperation with the various historical preservation groups to implement plans for the area.

- **Parks & Open Space:** As mentioned above, the Parks in the area provide accessibility and comfort to the area. Heritage Park should remain a focal point for the area and emphasis should be given to the gazebo and the existing Veteran's Memorial. As the linear park may be developed it will help to increase the area that may be used for festivals, celebrations, gatherings and events. Also, located within the boundaries of the "Town Center" is the Ball Park which is the focus of organized games in the City.

In order to maintain and reclaim the character of the "Town Center", the City may wish to consider implementation of some of the actions, policies, and/or procedures listed below.

1. **Preparation of a "Town Center" Special Study:** The Comprehensive Land Use Plan provides guidance for the city as a whole for general growth and development. The "Town Center" area is unique and different than the rest of the community. Therefore, special actions and policies may need to be taken which are unique to the area. A special study of the area should describe in detail the actions necessary to implement a "Town Center" Plan. Included in the special study would be detailed descriptions of the remaining recommendations within this section. At this time the study should also consider any alternate locations for the municipal complex and how the relocation of the complex could spur a growth in retail thus creating an alternate Town Center.
2. **Emphasize Pedestrian Activity:** This is primarily applicable to the commercial areas of the "Town Center". The character of the area has businesses located in close proximity to each other. This is well suited to pedestrian traffic, and can be encouraged by focusing on areas where pedestrians will be located. Sidewalks, green areas, and crosswalks should have special treatment to make them more aesthetically pleasing. This would include the use of street furniture and landscaping. In addition, there should be a concerted effort of the "Town Center" merchants to identify uses that encourage people to visit from shop to shop. Antique stores, gift shops, craft shops, and eating establishments should be encouraged to locate in the area.
3. **Establish a Focal Point in the Old Town Area:** There needs to be a focal point located in the "Town Center" area that gives the area identity. A good focal point would be the gazebo and Veteran's Memorial in Heritage Park. Many communities have successfully turned these types of areas into focal points of the community. Possible alternatives could be:
 - West Main Street Commercial Area
 - Construct a New or Faux Cotton Gin
 - Emphasize the Total Park System within the "Town Center"
 - Creation of a "Town Center" Festival or Event
4. **Develop a Theme for the "Town Center":** The theme should include the treatment of landscaping, signage, street furniture and architectural characteristics of the structures. The theme should provide identity to the area and direct attention to the focal points of the "Town Center" such that it invites residents, as well as visitors, into the area.

5. **Implementation Methods Should Be Developed:** Both private and public guidelines should be adopted to encourage the cooperative and thematically consistent development of the “Town Center”. The Merchants Association and historic groups should develop policies and practices that can be implemented by each property owner in the area. In any event, these practices may be strongly recommended by the Merchants Association and historic groups although they may not have the authority to enforce compliance. However, the City of Ovilla may adopt ordinances that require compliance with land use standards that encourage cooperative development of the area. This may include the establishment of an overlay district that provides incentives for property owners, both commercial and residential, to comply with procedures supportive to the “Town Center” development plan.
6. **Research Town Center Study Area Action Plan Recommendations:** Identify opportunities for the City of Ovilla to become more proactive in directing the course of actions to achieve a recognizable downtown area.

Public & Semi-Public

Educational Facilities

Ovilla is currently within at least four-independent school districts: Midlothian ISD, Cedar Hill ISD, DeSoto ISD, and Red Oak ISD. Ovilla is home to one private school—Ovilla Christian School has the only campus located within the Ovilla City limits. Any new residential areas within Ovilla will be served by the appropriate existing school facility located outside the City limits. If school enrollment increases significantly, the expansion of buildings on the existing school sites would seem to be the preferable to the acquisition of new sites.

Municipal Facilities

The Ovilla City Hall located adjacent to the Ovilla Police Station and the Ovilla Central Fire Station with the new annex opened in 2009 form a governmental nexus for the city. Due to its central location, it will continue to be the ideal location for future city services and expansions.

- **City Hall:** The current City Hall has recently gained space with the relocation of the police department to their new facilities. It houses the City’s staff and meeting facilities. The City Council Chambers also serve as the municipal court chambers.
- **Police Facilities:** There is an existing police station next to the current City Hall and fire station with office space, dispatching and parking facilities.
- **Fire & Emergency Medical Facilities:** Emergency Services District 2 which contracts with the City of Ovilla built a new Fire Department Annex building which houses their office and the offices of the Fire Department. The new building provides kitchen, boarding and training areas able to accommodate the department’s projected growth into the future. Fire station location requirements are issued by the State

Board of Insurance. There are both distance and response time requirements. Every structure should have a station within one and one-half miles "as the crow flies"; the current station provides this coverage for 98 percent of the city. The requirements are a maximum of three minutes to commercial, industrial and heavy residential (apartment complexes) areas and a maximum of five minutes to single family residential areas. The central location of the existing fire station provides an ideal location and should serve the city well into the future. For emergency medical services, the city is currently being served by contract from outside the city limits.

- Library Facilities: The city currently has no public library facilities. As resources become available in the future a library may be considered. The American Library Association provides standards for library facilities which include objectives, activities and requirements that spell out total needs in terms of square feet of floor space, service locations, branches, bookmobiles and book stack data.
- Community Center: A community center may be added in the future to provide space for community activities. If the community center is located near the existing municipal facilities it will help to focus and maintain the area as town center.

Parks, Recreation & Open Space

The goals and objectives in this plan express a desire to develop an overall plan, to establish a variety of means for funding, to improve existing facilities, to develop recreational facilities not available at the present time and to ensure the preservation of the natural environment throughout the city.

In the past, standards for park land and facilities were measured in a quantitative fashion expressed as a ratio of land area to population. However, the National Recreation and Park Association, which is the industry standard, has directed their focus to a qualitative standard.

Parks, recreation and open space land uses should be designed as specific areas intended for public and/or private recreation. In addition, these areas should be characterized by their natural beauty. The areas designated for parks, recreation and open space should be the land most suitable for their adaptation and not created by land that has been left over from development. Standards for parks, recreation and open space systems are necessary for communities to establish a base from which to properly plan and implement a complete system of these properties.

This Comprehensive Land Use Plan includes standards for Neighborhood Facilities; Community Parks; City Parks; Special Use Parks; and Greenbelts, Linear Parks and Pathways. The City of Ovilla has approximately 10 acres of parks and recreation area. Currently Ovilla does not own any land designated as open space. This provides approximately 2.57 acres of park land per 1,000 persons. At the present time, the City is under capacity for parks as compared to other similar municipalities.

The total area of a city that is devoted to parks, recreation and open space is dependent upon a multitude of variables; however, a common standard is one acre per one hundred population. This standard would dictate approximately 38.5 acres of parks, recreation and open space in the City of Ovilla for the existing population. As indicated in the Existing Land Use Chapter of this Comprehensive Land Use Plan, there are approximately 127 acres of parks, recreation and open space in the City of Ovilla at this time. Of the 127 acres, 10 acres are dedicated and developed and the remaining 117 acres are undedicated floodplain.

Park Classification

Parks, recreation and open space facilities are typically classified by five park types:

(I) *Neighborhood Facilities:* These facilities serve the daily recreational needs of an entire neighborhood. A neighborhood park is a component of the "neighborhood unit concept". Ideally, a neighborhood has located in its center both an elementary school and a neighborhood park which have a common boundary. The facilities of a neighborhood park may be somewhat limited, but they should serve the needs of a population of between 2,000 and 10,000 residents. In addition to the larger neighborhood facilities there are three types of smaller neighborhood facilities which include; tot lots, neighborhood playgrounds, and neighborhood parks. These parks are often called pocket parks and are sometimes included in the overall development of a new subdivision.

The optimum size of the larger neighborhood park is six (6) to ten (10) acres, however even though the six (6) to ten (10) acre size parks are preferred, several cities in the Metroplex have incorporated several one half (1/2) acre parks within individual subdivision similar to the pocket parks mentioned above. These parks are often provided by the developer as part of an amenities package to enhance the overall development. The park should be located near the center of the neighborhood it serves. It should be easily accessible by vehicles from residential streets, and should be within walking distance of most homes in the neighborhood.

The following recreational facilities are commonly found in neighborhood parks. The facilities vary depending on the needs of the particular neighborhood.

1. Playgrounds with industry-standard safe play surfaces
2. Perimeter edging
3. Play structures and seating areas
4. Level, open areas for team practices and neighborhood pick-up games of baseball, softball, football and soccer
5. Tennis courts and multi-purpose courts for basketball, volleyball and badminton
6. Picnic areas with tables, cooking grills and litter receptacles

7. Landscape development and beautification including color beds, screening, shade, benches, sidewalks, signage, a small parking lot and security lighting.

Other facilities may include drinking fountains, picnic shelters, and multi-use paved jogging trails.

There are several possible locations for future neighborhood parks in the City. These locations are indicated on Figure 7.2, Future Land Use Plan. Most of these locations are areas of limited development at the present time; however, as development occurs the need for these types of facilities will grow.

- (2) ***Community Park:*** The typical community park serves several neighborhoods located within approximately 1.5 miles of the park. These facilities are typically a major component of a City's park system and include community parks and playfields. The community park should have 20 to 80 acres of land. Locating community parks along thoroughfares as a buffer to the neighborhood is a good idea. Community parks are extremely compatible with junior and high schools, and combining these facilities is beneficial to both.

Community parks have similar facilities to neighborhood parks, although they will typically have more. The playing fields are generally lighted for both day and night activities. Swimming pools are often included in a community park as well as picnic areas, jogging trails, natural areas, open space, and passive areas. Often recreation or community buildings are located in community parks.

- (3) ***City Park:*** The city park should accommodate the needs of very large sections of the City or the entire City. These parks provide for intense active and passive recreation needs for the entire cross section of the City's population. City parks are large in area generally, over 100 acres. These parks should be located on major thoroughfares to provide easy access. In addition, it is important to provide adequate parking.

Facilities provided in a city park may include the following: golf course, rodeo or equestrian arenas, athletic fields and stadiums, parkways, natural landscaped areas, extensive vegetation, tree stands, water features, ponds, lakes, creeks, rivers, gardens and arboretums, large picnic areas, sports fields, play grounds, play areas, nature, jogging, hiking and biking trails, restroom facilities, swimming pools and/or natatorium, day camps, bridal paths, boating and/or swimming facilities in conjunction with a natural water feature, zoos, botanical gardens, museum, and outdoor theater.

- (4) ***Special Use Parks:*** A Special Use Park is usually limited to one or two uses. It is sized, located, and developed to best serve its function. Some examples of special use parks are a multipurpose athletic complex, tennis center, aquatic center, golf course, historical site, nature preserve, and recreation center. Depending on its function, this park may serve the entire city. When possible, these parks are located on major thoroughfares.

(5) **Greenbelts, Linear Parks and Pathways:** These linear style parks are typically used to buffer urban areas. They are often used to connect other city parks and facilities. They are important for their aesthetic value while helping to maintain the natural aspects of the City as development occurs. Ideally, these parks are developed into a comprehensive system that links together all the parks within the City. Linkage parks usually follow utility and drainage easements and floodplains.

Linear and linkage parks can be of varying size and are usually long and narrow in shape. The location of linear parks should take advantage of natural water courses and vegetated areas. They should have accessibility through other parks for pedestrian, equestrian and non-motorized vehicular traffic. Additionally, these parks should be maintained in as natural a state as possible with a minimal amount of disturbance to the environment.

The City of Ovilla does not have any greenbelts or linear parks. However, the Goals and Objectives in this plan state as a goal of the community to “Encourage preservation and expansion of greenbelt areas, especially along creeks throughout the city.” This includes the preservation of floodways and floodplains by limiting channelization. The City of Ovilla certainly has ample floodplain to use for this purpose. An additional objective of the plan is to implement a linear park system connecting major parks throughout Ovilla.

Development of additional park land is indicated as a goal of the City. This additional park land should generally conform to the following standards shown in Table 7.1, Acreage, Service Radius, and Acres Per 1,000 Recommendations.

Table 7.1
Acreage, Service Radius, and Acres Per 1,000 Persons Recommendations

Classification	Acreage	Service Radius	Acres per 1,000
Neighborhood Park	6 to 10	0.25 to 0.5 mile	1 to 2 acres
Community Park	25 or more	1 to 2 miles	5 to 8 acres
City Park	Recommended to be large Community Parks		
Special Service Park	Variable	NA	Variable
Linear/Linkage Park	Variable	NA	Variable

Chapter 8. Implementation

General

A critical component of the planning process is the implementation, or execution, of the plans that have been developed. An implementation strategy will have the effect of turning this Plan from a study document into a tool that will help Ovilla achieve the land use Goals and Objectives developed by its citizens. If implementation measures are not included in the Comprehensive Planning process, these goals may never be realized.

Plan Implementation Methods

The act of defining an implementation framework must be complemented by discernable action items to help the City realize the goals set forth in the Comprehensive Land Use Plan. The implementation of the Comprehensive Land Use Plan should include action items to be used by City officials to address the following issues:

- Proposed development and redevelopment applications.
- Landowner-requested annexations.
- Zoning change requests and other related zoning requests.
- Expansion of public facilities, services and programs.
- Annual capital budgeting.
- Updates/Amendments to City Zoning Ordinance and similar development regulations.
- Intergovernmental coordination and agreements.
- Operations, capital improvements, and programming related to City departments.

A number of methods may be used to implement the Comprehensive Land Use Plan. One method may adequately implement one portion of the Plan, or a number of methods may be required to achieve the City's goals. The City may wish to use some or all of the following methods for implementation of the Comprehensive Land Use Plan:

- Policy-Based Decisions;
- Land Development Regulations and Standards;
- Capital Improvements Programming
- Specific Plans and Studies;
- Special Projects, Programs, and Initiatives.

Policy-Based Decisions

Adopted policies are often credited with a great amount of authority. The staff and officials of many municipalities consider adopted policies as only one step short of law. Generally, official policies provide the City Staff, the Planning and Zoning Commission, and the City Council with specific guidelines regarding development issues. The purpose of the Goals and Objectives contained in the Goals and Objectives chapter of this document is to give the City Staff and elected officials direction so that official policies may be developed.

The *Adopted Policies* section of this Chapter contains examples of those that may be adopted by the City regarding development issues. While this is not an exhaustive accounting of all possible development policies, it is recommended that the following policies be adopted in order to provide guidelines to assist the staff and appointed and elected officials in following through with the adopted Goals and Objectives of the City.

Land Development Regulations and Standards

Ordinances are recognized as municipal law and are binding as such. Two documents that are adopted in ordinance form and should be continually maintained are the Zoning Ordinance and the Subdivision Regulations Ordinance. These serve as the primary implementation tools for the Comprehensive Land Use Plan.

The basic purpose of the Zoning Ordinance is to carry out the land use policies and recommendations that are contained in the Comprehensive Land Use Plan. Specifically, the Zoning Ordinance classifies and regulates the use of land, buildings, and structures within the City. The ordinance is divided into two elements that are dependent upon one another: the zoning text and the zoning map. The zoning text tells how the land may be used. The zoning map indicates where it may be used in the manner described in the zoning text.

Subdivisions may be required to comply with the general layout of streets, placement of corridors and arterials, and the general urban form principles as provided in the Comprehensive Land Use Plan. Each plat should be reviewed by the planning staff and addressed by the Planning and Zoning Commission and City Council regarding this compliance. Noncompliance with the Plan may constitute a position contrary to the public health, welfare, and general safety of the residents of the community. Language in the Subdivision Regulations should be reviewed to confirm that compliance with the Comprehensive Land Use Plan is required. In addition, the Subdivision Regulations should be updated to include recent changes in state law, which have occurred.

Capital Improvements Programming

The Capital Improvement Plan (CIP) is a multi-year plan typically spread over five years, which identifies various budgeted capital projects. Staff time and financial resources are allocated to the elements of the program, in order to ensure that the projects are appropriately budgeted. The identification and prioritization of the budgeted capital projects should coincide with the goals of the Comprehensive Land Use Plan.

Specific Plans and Studies

There is the potential for additional planning studies that may be required at a greater level of detail than that found in the Comprehensive Land Use Plan. These planning areas will warrant additional analysis and studies prior to implementation and inclusion in the Comprehensive Land Use Plan.

Special Projects, Programs and Initiatives

Special Projects account for various initiatives undertaken by the City that are broader in nature than other implementation measures. These initiatives may include City Programs, Interlocal Agreements, Citizen Participation Programs and other special projects.

Plan Administration

The update of the Comprehensive Land Use Plan was a collaborative effort including input from multiple groups within the City. During this process, various leaders from the community came together to form the Comprehensive Land Use Plan Review Committee, which served an essential role in assuring the vision of the Plan reflected the City of Ovilla. After adoption of the Plan, it is critical to identify those individuals within the community that will serve to ensure the Plan continues to be updated as the City grows.

Application of the Plan

The Comprehensive Land Use Plan provides guidance for future development in three primary ways. First, is by referencing the Goals and Objectives set forth in the *Goals and Objectives* chapter. Second, is by adhering to the general Planning Principles that define the vision and intent for the future of the City. Finally, the Future Land Use Map should be referenced as a guidance resource for future development patterns.

Goals and Objectives

All planning and zoning decisions should be made with regard to the Goals and Objectives developed by the citizens during the initial stages of the planning process. If a proposed development would be in accordance with the Goals and Objectives, it should be seriously considered for approval. If the proposed development is in conflict with the Goals and Objectives, it should be revised in order to reflect the stated land use desires of the citizens.

Planning Principles

The Comprehensive Land Use Plan has provided a description of applicable planning principles for Ovilla, which are provided in the Urban Design chapter of this document. They include the neighborhood concept, nodal and corridor commercial development forms, the establishment of edges, and the use of transitional land uses, buffering, and screening techniques. These planning principles should be considered by city officials when making decisions affecting development in the city. The neighborhood concept and commercial development forms should be employed when determining the placement of land uses and infrastructure in future developments. Edges, transitional uses, buffering, and screening techniques will be beneficial when considering the compatibility of adjacent land uses and their effects on one another.

Future Land Use Map

Planning and zoning decisions should be made in agreement with the Future Land Use Map. This map is provided in the Future Land Use Plan chapter of this document. The Future Land Use Map provides a general picture of how land uses may be arranged to reflect the growth goals and objectives of the City. It is important to note that this map does not serve the same purpose as the City's zoning map. The Future Land Use Map is not law. It does not dictate exact boundaries of land uses. Therefore, it should be considered to be somewhat flexible. Changes other than those literally shown on the map can be made with the assurance that they are not in conflict with the Comprehensive Land Use Plan if they are in agreement with the goals and objectives and the planning principles provided in this text document.

Adopted Policies

In order to realize the Goals and Objectives set forth in the Comprehensive Land Use Plan, a clear action plan must be defined. This action plan should address both the short-term and long-term goals of the Plan. The specific responsibilities of each of the action plan items are outlined in this section as well as the Plan Administration section of this Chapter.

Recommended Policies

1. Conformance with the Plan

The City should establish a policy requiring new development and redevelopment to conform to the Comprehensive Land Use Plan. All zoning and platting requests are measured for compatibility with the Plan. Staff reports written on platting and zoning issues should include commentary on the conformance with the request to the Plan, and non-conformance with the Plan may be sufficient grounds for denial or a negative recommendation of the request.

Responsibility: City Council, Planning & Zoning Commission and Staff

2. Maintenance of the Plan

The effectiveness of the Plan should continue to be monitored annually. Monitoring allows the City to measure progress of plan implementation. It also serves as an indication of changing conditions and trends that may suggest the need for revisions to the Plan. Items to be addressed in the annual staff review should include conformance with current development trends, number of zoning requests granted that did not conform to the Plan, and recommendations of the Plan that are being implemented or have been implemented. The result of the report will be to recommend that the Plan be maintained in either its current condition for another year or that it be revised to comply with current development goals and objectives being observed by the City.

Responsibility: City Council, Planning & Zoning Commission and Staff

3. Cooperation with other governmental entities

The City should continue to maintain an open channel between governmental entities, advising them of Ovilla's plans, and should remain cognizant of their plans. If conflicts arise between Ovilla and another agency, the city staff should communicate these conflicts to the city leaders and work toward minimum negative impact on all participants affected.

Responsibility: City Council and Staff

4. Update Materials

The city staff should refine and update applications, checklists, and procedures to insure that development controls are adequate to retain long term property values and quality of life.

Responsibility: Staff

5. Enforcement of Ordinances and Regulations

The City should enforce current ordinances and regulations and adopt new ordinances and regulations that will better assist in controlling signage, refuse, nuisance, animal control, clean up and removal of junk, elimination of dilapidated and unsafe buildings, and other code enforcement issues.

Responsibility: City Council, Planning & Zoning Commission and Staff

6. City Initiated Rezoning

The City may choose to review existing zoning. If deemed appropriate, the City may initiate re-zoning of areas that do not conform to the general guidelines for development or reflect the proposed land uses according to the updated Future Land Use Plan Map.

Responsibility: City Council and Planning & Zoning Commission

7. Consideration of Thoroughfares

The City should also be in the practice of considering the Thoroughfare Plan when making land use decisions that may be affected by traffic. The City should periodically review the Thoroughfare Plan to evaluate its consistency with current growth philosophies.

Responsibility: City Council and Planning & Zoning Commission

8. Public Involvement

The Comprehensive Land Use Plan is a tool to be used by the City. The application of this tool may be better facilitated if the development community also realizes that it is a document that must be respected. The City should adopt a policy that compliance with the Comprehensive Land Use Plan is necessary, in addition to compliance with the Subdivision Regulations Ordinance and the Zoning Ordinance. The City should keep sufficient copies of the Plan on hand to be distributed to the general public in the same manner as the Subdivision Regulations Ordinance and Zoning Ordinance.

Responsibility: City Council, Planning & Zoning Commission and Staff

9. Develop and Adopt a Planning Program

Establishment of a sound Planning Program is the most effective method to implement a Comprehensive Plan. The Planning Program should continue to be updated as needed to implement the Comprehensive Land Use Plan, and ensure that development occurs in a coordinated manner.

Responsibility: City Council, Planning & Zoning Commission and Staff

Plan Amendment Process

The Comprehensive Land Use Plan for the City of Ovilla is meant to serve a “living and breathing” document that is flexible enough to adapt to changing conditions. There are any number of external factors that may change; therefore, altering the relevancy of certain aspects of the Plan. To ensure that the Plan remains relevant and effective, it is expected that the periodic updates and amendments to the Plan be performed.

Amendments and revisions to the Comprehensive Land Use Plan can be either minor or major in nature. Minor amendments typically involve interim changes to certain sections of the Plan resulting from other specific plans or studies that may have been performed. Minor amendments should be performed at least biannually (i.e., once every two years). Major amendments include holistic changes resulting from adjustments in base conditions, such as demographic data and growth trends. Major amendments should be performed once every five years. Whether a major or minor amendment is initiated, it is critical to evaluate the cumulative impact that the change will have on the entire Plan.

Annual Progress Report

An annual progress report should be prepared in order to ensure that any issues or potential modifications are detailed. As part of on-going maintenance of the Plan, this report will be utilized to initiate both major and minor future amendments. The Planning and Zoning Commission and/or a Comprehensive Land Use Plan Review Committee should be responsible for the preparation of this report and it shall be presented to the City Council.

Minor Amendment Process

Minor amendments should be performed at least biannually (i.e., once every two years). When considering minor amendments, consideration should be made that the changes do not detrimentally impact the Planning Principles and Goals and Objectives set forth in this document. Amendments should further enhance the quality of life of the City’s residents as well as provide for more effective means of governance by City leader.

Major Amendment Process

Major Amendments should be performed every five years in order to ensure the relevancy of the Plan. This process should begin with the preparation of an Evaluation and Appraisal Report (EAR) by City staff with input from other City departments and Committees. The EAR should include an assessment of the achievements made since the last

major amendment as well detail changes in assumptions, base conditions and trends. In addition, the EAR should also include conflicts that may have been identified between various Goals and Objectives and Planning Principles. Major amendments should be vetted with ample opportunity for public input by community leaders representing various facets and interests of the City.

Official Map Maintenance

The Future Land Use Map and Zoning Map are the principal maps associated with the implementation of comprehensive planning efforts for Ovilla. The Future Land Use Map provides the desired general location of all land uses in Ovilla. The locations of land uses on this map are influenced by the Thoroughfare Plan, which facilitates access and traffic circulation throughout the planning area. The Thoroughfare Plan is described in the Thoroughfares chapter of this document. It is important to note that since the Future Land Use Map indicates land use in a general manner, it will not necessarily show specific information on specific properties. Nevertheless, as development occurs in Ovilla, the Future Land Use Map will provide guidance regarding land use principles and expected development trends.

An amendment of the Future Land Use Map, in particular, is a declaration that the amendment is appropriate and consistent with other portions and features of the Comprehensive Land Use Plan. A significant change in circumstances affecting the suitability of a specific parcel for the kind of development designated on the Future Land Use Map, which was not contemplated at the time of adoption, may justify a reconsideration of the land use classification. Future Land Use Map amendments are not intended to occur with the same frequency as rezoning actions, and their effect upon the entire Comprehensive Land Use Plan, including the practical consequences of the policy shift signified by the amendment, shall be fully set forth as part of the amending ordinance.

All property in the City of Ovilla is zoned in accordance with the Official Zoning Map. The Zoning Map represents the legal zoning classifications of all property within the City, and is enforceable as provided by state statute. Following adoption of the Comprehensive Land Use Plan, city staff should ensure that the Zoning Map and the Future Land Use Map are congruent.

The most efficient method of resolving differences between the maps is by the city initiating the re-zoning of property. As long as the appropriate procedures of due process are observed, city-initiated re-zoning may be used to bring property into compliance with the Comprehensive Land Use Plan. Criteria should be established to determine the appropriateness of re-zoning specific property, and a public information campaign may be necessary if a large number of properties are proposed for re-zoning. While the conflict between the zoning of properties and their future land use designation may also be resolved over an extended time period by applying the Future Land Use Map to future zoning requests as they are requested, this method of resolution may take years to accomplish.

Preliminary schedule of Meetings, Agendas and Public Notices for the City of Ovilla's Water and Sewer Impact Fee Update process.

Advisory Committee (P&Z) Meetings	City Council Meeting	City Staff	Meeting/Action	Agenda and Action Required
		September 7 (1 st Wednesday)	City Staff	<ul style="list-style-type: none"> • Kick-off Meeting for Impact Fee Process
		September 16 (3 rd Friday)	City Staff	<ul style="list-style-type: none"> • Obtain Information from City for Impact Fee Update
October 3 (1 st Monday)			Advisory Committee	<ul style="list-style-type: none"> • 1st Land Use Assumptions and 1st Water & Sewer CIP to Advisory Committee (Draft)
December 5 (1 st Monday)			Advisory Committee	<ul style="list-style-type: none"> • 2nd Land Use Assumption and 2nd Water & Sewer CIP to P&Z Advisory (Final). Advisory Committee Written Recommendation to Council
	December 12 (2 nd Monday)		City Council	<ul style="list-style-type: none"> • Set Public Hearing Date for Impact Fee Land Use Assumptions and Water & Sewer CIP (February 13, 2017)
		December 16 (3 rd Friday)	City Staff	<ul style="list-style-type: none"> • Publish Notice for Land Use and Water & Sewer CIP Public Hearing • Land Use Assumptions and Water & Sewer CIP for Impact Fees (Finals) Available for Public Review
	February 13 (2 nd Monday)		City Council	<ul style="list-style-type: none"> • Land Use Assumptions and Water & Sewer CIP Public Hearing • Adopt Land Use Assumptions and Water & Sewer CIP
March 6 (1 st Monday)			Advisory Committee	<ul style="list-style-type: none"> • Water and Sewer Impact Fees to Advisory Committee (Written Recommendation to Council)

Advisory Committee (P&Z) Meetings	City Council Meeting	City Staff	Meeting/Action	Agenda and Action Required
	March 13 (2 nd Monday)		City Council	<ul style="list-style-type: none"> • Set Public Hearing date for Water & Sewer Impact Fee Update (May 8, 2017)
		March 17 (3 rd Friday)	City Staff	<ul style="list-style-type: none"> • Publish Notice for Water & Sewer Impact Fee Update Public Hearing • Water & Sewer Impact Fee Update Report Available for Public Review
	May 8 (2 nd Monday)		City Council	<ul style="list-style-type: none"> • Public Hearing for Water & Sewer Impact Fee Update • Adopt Updated Water & Sewer Impact Fee Update

AGENDA ITEM REPORT

Item: 2

Meeting Date: February 13, 2017

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Dennis Burn

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney
 Accountant Other: _____

Attachments:

1. Annual Financial Report FY 2015-2016

Agenda Item / Topic:

ITEM 2. *DISCUSSION/ACTION* –Consideration of and Action on Resolution R2017-03 accepting the Annual Financial Audit Report for the year ended September 30, 2016, prepared by Yeldell, Wilson, Wood and Reeve, P.C.

Discussion / Justification:

Danny Strunc, with Yeldell, Wilson, Wood and Reeve, P.C., will present, review and answer questions on the Annual Financial Report for the City's fiscal year ended September 30, 2016.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council ACCEPT the Annual Financial Audit Report for the year ended September 30, 2016, prepared by Yeldell, Wilson, Wood and Reeve, P.C.

CITY OF OVILLA, TEXAS

ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 2016

CITY OF OVILLA, TEXAS
ANNUAL FINANCIAL REPORT
For the Fiscal Year Ended September 30, 2016

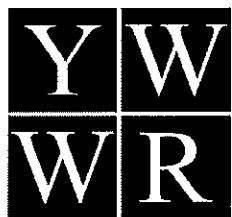
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CITY OF OVILLA, TEXAS
ANNUAL FINANCIAL REPORT
For the Fiscal Year Ended September 30, 2016

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YELDELL, WILSON, WOOD & REEVE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Greer Yeldell, CPA | Glen Wilson, CPA | Tracie Wood, CPA | Joyce Reeve, CPA

Glenda Valek, CPA | Caitlyn Keller, CPA

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
City of Ovilla, Texas

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Ovilla, Texas, as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Honorable Mayor and Members of the City Council
City of Ovilla, Texas
Page Two

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Ovilla, Texas, as of September 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and net pension liability information on pages 4-12 and 53-54 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Ovilla, Texas' basic financial statements. The combining and individual fund financial statements and schedules, the component unit financial statements and the supplementary financial data are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Honorable Mayor and Members of the City Council
City of Ovilla, Texas
Page Three

The combining and individual fund financial statements and schedules, the component unit financial statements and the supplementary financial data are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules, the component unit financial statements and the supplementary financial data are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Yeldell, Wilson, Wood & Reeve, P.C.

Yeldell, Wilson, Wood & Reeve, P.C.
Certified Public Accountants

Ennis, Texas
December 19, 2016

CITY OF OVILLA, TEXAS

105 South Cockrell Hill Road · Ovilla, Texas 75154 · (972) 617-7262 · FAX (972) 515-3221

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

As management of the City of Ovilla, Texas, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended September 30, 2016.

Financial Highlights

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$2,105,679 (*net position*). Of this amount, \$2,562,829 represents unrestricted net position, which may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net position increased by \$372,125.
- As of the close of the current fiscal year, the City's governmental funds reported combined fund balances of \$1,930,498, a decrease of \$425,239 in comparison with the prior year. Approximately 85% of this amount (\$1,645,901) is available for spending at the City's discretion (*unassigned fund balance*).
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$1,645,901, or approximately 49% of the total general fund expenditures.

Overview of the Financial Statements

The discussion and analysis provided here are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) the notes to financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents financial information on all of the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused compensated absences).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, streets, cultural and recreational, and solid waste. The business-type activities of the City include water and sewer operations.

The government-wide financial statements include not only the City itself (known as the *primary government*), but also a legally separate economic development corporation and a legally separate municipal development district for which the City is financially accountable. Financial information for these component units is reported separately from the financial information presented for the primary government itself.

The government-wide financial statements can be found on pages 13-14 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains five individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and Debt Service Fund, which are considered to be major funds. Data from the other three governmental funds are combined into a single aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements in the combining and individual fund statements and schedules section of this report.

The basic governmental fund financial statements can be found on pages 15-18 of this report.

Proprietary Funds. The City maintains one type of proprietary fund. The *enterprise fund* is used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses the enterprises fund to account for its water and sewer operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water and Sewer fund, which is considered to be major fund of the City.

The basic proprietary fund financial statements can be found on pages 19-21 of this report.

Fiduciary Funds. The City maintains one fiduciary fund. The *fiduciary fund* is used to account for resources held for the benefit of parties outside the government. The *fiduciary fund* is not reflected in the government-wide financial statement because the resources of this fund are not available to support the City's own programs. The accounting used for the *fiduciary fund* is much like that used for the proprietary fund.

The basic fiduciary fund financial statements can be found on pages 22-23 of this report.

Notes to the Financial Statements. The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 24-51 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City's budgetary comparison and progress in funding its obligations to provide pension benefits to its employees. Required supplementary information can be found on pages 52-55 of this report.

The combining statements referred to earlier in connection with nonmajor governmental funds, debt service fund, and water and sewer fund are presented immediately following the required supplementary information on budget and pensions. Combining and individual fund statements and schedules can be found on pages 56-62 of this report.

In addition, this report presents fund financial statements in connection with the Ovilla 4B Economic Development Corporation and Ovilla Municipal Development District. The individual fund financial statements can be found on pages 63-65 of this report.

Government-wide Overall Financial Analysis

As noted earlier, net position over time, may serve as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$2,105,679, at the close of the most recent fiscal year.

CITY OF OVILLA'S NET POSITION

	Governmental Activities		Business-Type Activities		Total	
	2016	2015	2016	2015	2016	2015
Current and other assets	\$ 2,216,948	\$ 2,629,299	\$ 1,200,177	\$ 1,318,778	\$ 3,417,125	\$ 3,948,077
Capital assets	2,081,997	1,447,912	2,562,951	2,626,811	4,644,948	4,074,723
Total assets	4,298,945	4,077,211	3,763,128	3,945,589	8,062,073	8,022,800
 Total deferred outflows of resources	 191,022	 76,083	 63,730	 28,168	 254,752	 104,251
Long term liabilities	4,623,347	4,793,036	1,141,568	1,178,823	5,764,915	5,971,859
Other liabilities	287,682	281,668	135,659	139,970	423,341	421,638
Total liabilities	4,911,029	5,074,704	1,277,227	1,318,793	6,188,256	6,393,497
 Total deferred inflows of resources	 17,218	 -	 5,672	 -	 22,890	 -
 Net position:						
Net investment in capital assets	(2,372,799)	(3,314,672)	1,606,268	1,594,590	(766,531)	(1,720,082)
Restricted	182,955	161,199	126,426	96,195	309,381	257,394
Unrestricted	1,751,564	2,232,063	811,265	964,179	2,562,829	3,196,242
Total net position (deficit)	<u>\$ (438,280)</u>	<u>\$ (921,410)</u>	<u>\$ 2,543,959</u>	<u>\$ 2,654,964</u>	<u>\$ 2,105,679</u>	<u>\$ 1,733,554</u>

Certain reclassifications have been made to the prior year data to conform with the current year presentation.

By far, the largest portion of the City's net position reflects its investment in capital assets (e.g., land, construction in progress, buildings, improvements, machinery and equipment, and infrastructure), less any related outstanding debt that was used to acquire those assets. The City uses these capital assets to provide a variety of services to its citizens. Accordingly, these assets are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources used to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (14.7%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$2,562,829 is unrestricted and may be used to meet the City's ongoing obligations to its citizens and creditors.

The City's net investment in capital assets increased as a result of scheduled principal payments and capital asset additions exceeding the current year's depreciation.

The City's overall net position increased \$372,125 from the prior fiscal year. The reasons for this overall increase are discussed in the following sections for governmental activities and business-type activities.

CITY OF OVILLA'S CHANGES IN NET POSITION

	Governmental Activities		Business-Type Activities		Total	
	2016	2015	2016	2015	2016	2015
Revenues:						
Program revenues:						
Charges for services	\$ 784,138	\$ 667,138	\$ 1,148,713	\$ 1,309,207	\$ 1,932,851	\$ 1,976,345
Operating grants and contributions	13,975	7,624	-	-	13,975	7,624
Capital grants and contributions	14,719	117,699	260,779	148,496	275,498	266,195
General revenues:						
Property taxes	1,960,938	1,761,585	-	-	1,960,938	1,761,585
Sales taxes	235,233	221,241	-	-	235,233	221,241
Franchise taxes	161,460	159,972	-	-	161,460	159,972
Investment earnings	9,335	7,290	3,266	3,465	12,601	10,755
Gain (Loss) on sale of capital assets	(70,012)	71,294	-	-	(70,012)	71,294
Miscellaneous	168,320	123,538	-	-	168,320	123,538
Total revenues	3,278,106	3,137,381	1,412,758	1,461,168	4,690,864	4,598,549
Expenses:						
General government	492,836	419,232	-	-	492,836	419,232
Public safety	1,706,956	1,526,255	-	-	1,706,956	1,526,255
Streets	267,482	177,466	-	-	267,482	177,466
Cultural and recreational	48,856	29,213	-	-	48,856	29,213
Solid waste	196,469	198,260	-	-	196,469	198,260
Interest on long-term debt	156,435	162,321	-	-	156,435	162,321
Water and sewer	-	-	1,449,705	1,349,321	1,449,705	1,349,321
Total expenses	2,869,034	2,512,747	1,449,705	1,349,321	4,318,739	3,862,068
Increase (decrease) in net position before transfers	409,072	624,634	(36,947)	111,847	372,125	736,481
Transfers	74,058	120,327	(74,058)	(120,327)	-	-
Change in net position	483,130	744,961	(111,005)	(8,480)	372,125	736,481
Net position - beginning, as restated	(921,410)	(1,666,371)	2,654,964	2,663,444	1,733,554	997,073
Net position - ending	\$ (438,280)	\$ (921,410)	\$ 2,543,959	\$ 2,654,964	\$ 2,105,679	\$ 1,733,554

Certain reclassifications have been made to the prior year data to conform with the current year presentation and reflect adjustments to prior year data.

Governmental Activities. During the current fiscal year, net position for governmental activities increased \$483,130 from the prior fiscal year for an ending balance of \$(438,283). Revenues benefitted from a modest increase in charges for services (\$117,000) and property taxes (\$199,353). General government expenses increased during the year due to repairs (\$73,604). Total expenses related to public safety increased \$180,701 in comparison with prior year. Street expenses increased by \$90,016 due to road repairs.

Business-type Activities. For the City's business-type activities, the current fiscal year resulted in a net decrease in net position to an ending balance of \$2,543,959. The total decrease in net position for business-type activities (water and sewer operations) was \$111,005 from the prior fiscal year. Charges for services decreased 12% (\$160,494) due to less usage caused by milder weather in 2016. Total expenses increased 7% (\$100,384) in the current fiscal year due to increase in staff and sewage rates during 2016.

Financial Analysis of Governmental Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for discretionary use as it represents the portion of fund balance which has not yet been limited to use for a particular purpose by either an external party, the City itself, or a group or individual that has been delegated authority to assign resources for use for particular purposes by the City's Council.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$1,930,498, a decrease of \$425,239 in comparison with the prior year. Approximately 85.3% of this total amount (\$1,645,901) constitutes *unassigned fund balance*, which is available for spending at the City's discretion. The remainder of the fund balance is either *restricted* or *committed* to indicate that it is 1) restricted for particular purposes (\$182,955) or committed for particular purposes (\$101,642).

The general fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the general fund was \$1,645,901 while total fund balance increase to \$1,805,603. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 49% of total general fund expenditures, while total fund balance represents 53% of that same amount.

The fund balance of the City's general fund decreased \$429,018 during the current fiscal year.

The debt service fund, a major fund, had a decrease in fund balance during the current year of \$6,350 to bring the year end fund balance to \$52,869.

Proprietary Funds. The City's proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Water and Sewer fund at the end of the year was \$811,265. The total decrease in net position was \$111,005. Operating revenues fell in 2016 by \$160,494 (12.26%) due to a decrease in water consumption. Operating expenses increase \$100,384 (7.44%).

General Fund Budgetary Highlights

Original budget compared to final budget. During the year, the City increased the original estimated revenue by \$92,323. This was offset with an increase in expenditures of \$642,026. The main components of the difference between original budget and final amended budget can be briefly summarized as follows:

- \$32,000 increase in sales tax
- \$44,592 decrease in licenses and permits
- \$56,300 increase in fines and forfeitures
- \$34,315 increase in miscellaneous revenue
- \$71,738 increase in police protection expenditures
- \$552,314 increase in streets expenditures

Final budget compared to actual results. General fund budgeted revenues of \$2,836,759 exceeded actual revenues of \$2,832,439 by \$4,320.

- The \$17,268 shortfall in licenses and permits is a result of fewer commercial and residential construction activity than expected.

Budgeted general fund expenditures of \$3,661,049 exceeded actual expenditures of \$3,360,633. This \$300,416 positive variance in expenditures was achieved through a series of expenditure restrictions imposed during the year.

Capital Assets and Debt Administration

Capital assets. The City's investment in capital assets for its governmental and business-type activities as of September 30, 2016, amounts to \$4,644,948 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, machinery and equipment, and infrastructure. The total increase in capital assets for the current fiscal year was approximately 14.0%.

City of Ovilla's Capital Assets (net of depreciation)

	Governmental Activities		Business-Type Activities		Total	
	2016	2015	2016	2015	2016	2015
Land	\$ 147,035	\$ 147,035	\$ 86,700	\$ 86,700	\$ 233,735	\$ 233,735
Buildings	142,653	153,247	55,126	57,457	197,779	210,704
Improvements	-	-	2,334,101	2,380,852	2,334,101	2,380,852
Machinery and equipment	334,840	347,339	87,024	101,802	421,864	449,141
Infrastructure	1,457,469	800,291	-	-	1,457,469	800,291
Total	<u>\$ 2,081,997</u>	<u>\$ 1,447,912</u>	<u>\$ 2,562,951</u>	<u>\$ 2,626,811</u>	<u>\$ 4,644,948</u>	<u>\$ 4,074,723</u>

Major capital asset events during the current fiscal year included the following:

- Improvements additions of approximately \$113,000.
- Machinery and equipment additions of approximately \$100,000.
- Infrastructure improvements of approximately \$783,000.

Additional information on the City of Ovilla's capital assets can be found in note 2.E on pages 37-38 of this report.

Long-term Debt. At the end of the current fiscal year, the City had total bonded debt of \$5,435,000, all of which comprises bonded debt backed by the full faith and credit of the government.

City of Ovilla's Outstanding Debt

	Governmental Activities		Business-Type Activities		Total	
	2016	2015	2016	2015	2016	2015
General obligation refunding	\$ 4,368,258	\$ 4,669,656	\$ 1,066,742	\$ 1,140,344	\$ 5,435,000	\$ 5,810,000
Total	\$ 4,368,258	\$ 4,669,656	\$ 1,066,742	\$ 1,140,344	\$ 5,435,000	\$ 5,810,000

The City's General Obligation Refunding Bonds ratings are listed below.

	Standard's & Poor's
General Obligation Refunding	AA

Additional information on the City of Ovilla's long term-debt can be found in note 2.H on pages 40-42 of this report.

Economic Factors and Next Year's Budgets and Rates

The FY2016-17 Budget calls for adopting the Effective Tax Rate (ETR) of \$0.7000 per \$100 of assessed property valuation. The operating and debt tax rates are projected to remain at \$0.5320 and \$0.1680, respectively. The total combined budget of \$5,851,607 represents a decrease of \$405,246 less than the FY2015-16 Amended Budget of \$6,256,853, and an increase of \$535,585, or 10.1% over FY2015-2016 Adopted Budget.

According to both Ellis County and Dallas County Appraisal Districts, the total assessed property value for 2016 equals \$310,867,466. This is a 9.73% increase over 2015. The budget includes projected increases in residential permitting fees, the contribution from ESD No. 2, sales tax and fines.

Revenue from water sales is budgeted to increase as compared to prior year. Revenue from sewer sales is budgeted to decrease as compared to prior year. Overall, Water and Sewer Fund revenue is budgeted to increase by 2.06% over the prior period adopted budget.

The City's annual debt service, including principal of \$375,000 and interest of \$195,525 is \$570,525. The outstanding debt reflects \$4,368,258 in General Obligation Refunding Bonds payable through 2029.

The FY2016-17 budget includes an increase for expenditures in the Water and Sewer Impact Fund and the Capital Projects Fund relating to the design and construction of a 12" waterline that will increase flow rate and pressure in the southern part of the City.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the City Secretary, 105 South Cockrell Hill Rd., Ovilla, Texas 75154.

CITY OF OVILLA, TEXAS
STATEMENT OF NET POSITION
September 30, 2016

				Component Units	
				Ovilla 4B Economic Development	Ovilla Municipal Development District
	Primary Government		Total		
	Governmental Activities	Business-type Activities			
ASSETS					
Cash and cash equivalents	\$ 1,775,658	\$ 699,674	\$ 2,475,332	\$ 529,851	\$ 165,032
Investments	306,970	1,148	308,118	-	-
Receivables (net of allowance for uncollectibles)	113,240	225,129	338,369	-	8,233
Due from primary government	-	-	-	17,188	-
Internal balances	21,080	(21,080)	-	-	-
Inventories	-	14,291	14,291	-	-
Prepaid items	-	22,567	22,567	-	-
Restricted assets:					
Cash and cash equivalents	-	253,577	253,577	-	-
Investments	-	4,871	4,871	-	-
Capital assets:					
Non-depreciable	147,035	86,700	233,735	-	-
Depreciable (net of accumulated depreciation)	1,934,962	2,476,251	4,411,213	-	-
Total Assets	4,298,945	3,763,128	8,062,073	547,039	173,265
DEFERRED OUTFLOWS OF RESOURCES					
Deferred outflows-actuarial experience	9,127	3,379	12,506	-	-
Deferred outflows-assumption changes	35,603	11,729	47,332	-	-
Deferred outflows-contributions	50,418	16,609	67,027	-	-
Deferred outflows-investment experience	95,874	32,013	127,887	-	-
Total deferred outflows of resources	191,022	63,730	254,752	-	-
LIABILITIES					
Accounts payable and other current liabilities	199,480	40,696	240,176	-	-
Accrued payroll payable	51,370	13,581	64,951	-	-
Accrued interest payable	19,644	4,797	24,441	-	-
Due to component unit	17,188	-	17,188	-	-
Customer deposits payable	-	76,585	76,585	-	-
Noncurrent liabilities:					
Due within one year	341,475	84,142	425,617	-	-
Due in more than one year	4,281,872	1,057,426	5,339,298	-	-
Total Liabilities	4,911,029	1,277,227	6,188,256	-	-
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows-actuarial experience	17,218	5,672	22,890	-	-
Total deferred inflows of resources	17,218	5,672	22,890	-	-
NET POSITION					
Net investment in capital assets	(2,372,799)	1,606,268	(766,531)	-	-
Restricted for:					
Cultural and recreational	111,539	-	111,539	-	-
Debt service	52,869	-	52,869	-	-
Economic development	-	-	-	547,039	-
Infrastructure improvements	-	126,426	126,426	-	-
Municipal development	-	-	-	-	173,265
Public safety	18,547	-	18,547	-	-
Unrestricted	1,751,564	811,265	2,562,829	-	-
Total Net Position	\$ (438,280)	\$ 2,543,959	\$ 2,105,679	\$ 547,039	\$ 173,265

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended September 30, 2016

Function/Program Activities	Net (Expense) Revenue and Changes in Net Position							Component Units	
	Program Revenues			Primary Government			Ovilla 4B Development Corporation	Ovilla Economic Development District	
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total		
Primary government:									
Governmental activities:									
General government	\$ 492,836	\$ 185,269	\$ 3,000	\$ -	\$ (304,567)	\$ -	\$ (304,567)	\$ -	\$ -
Public safety	1,706,956	344,727	10,975	-	(1,351,254)	-	(1,351,254)	-	-
Streets	267,482	-	-	-	(267,482)	-	(267,482)	-	-
Cultural and recreational	48,856	-	-	14,719	(34,137)	-	(34,137)	-	-
Solid waste	196,469	254,142	-	-	57,673	-	57,673	-	-
Interest on long-term debt	156,435	-	-	-	(156,435)	-	(156,435)	-	-
Total governmental activities	2,869,034	784,138	13,975	14,719	(2,056,202)	-	(2,056,202)	-	-
Business-type activities:									
Water and sewer	1,449,705	1,148,713	-	260,779	-	(40,213)	(40,213)	-	-
Total business-type activities	1,449,705	1,148,713	-	260,779	-	(40,213)	(40,213)	-	-
Total primary government	\$ 4,318,739	\$ 1,932,851	\$ 13,975	\$ 275,498	(2,056,202)	(40,213)	(2,096,415)	-	-
Component Units:									
Economic development	19,734	-	-	-	-	-	(19,734)	-	-
Municipal development	2,361	-	-	-	-	-	-	(2,361)	-
Total component units	\$ 22,095	\$ -	\$ -	\$ -	-	-	(19,734)	(2,361)	-
General revenues:									
Property taxes				1,960,938	-	1,960,938	-	-	-
Sales taxes				235,233	-	235,233	94,093	44,911	-
Franchise taxes				161,460	-	161,460	-	-	-
Investment earnings				9,335	3,266	12,601	1,645	510	-
Loss on sale of capital assets				(70,012)	-	(70,012)	-	-	-
Miscellaneous				168,320	-	168,320	-	-	-
Transfers				74,058	(74,058)	-	-	-	-
Total general revenues and transfers				2,539,332	(70,792)	2,468,540	95,738	45,421	-
Change in net position				483,130	(111,005)	372,125	76,004	43,060	-
Net position - beginning, as restated				(921,410)	2,654,964	1,733,554	471,035	130,205	-
Net position - ending				\$ (438,280)	\$ 2,543,959	\$ 2,105,679	\$ 547,039	\$ 173,265	-

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
BALANCE SHEET
GOVERNMENTAL FUNDS
September 30, 2016

	<u>General</u>	<u>Debt Service</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and cash equivalents	\$ 1,651,118	\$ 52,514	\$ 72,026	\$ 1,775,658
Investments	306,970	-	-	306,970
Receivables (net of allowance for uncollectibles)	108,466	4,774	-	113,240
Due from other funds	21,080	-	-	21,080
Total assets	<u>\$ 2,087,634</u>	<u>\$ 57,288</u>	<u>\$ 72,026</u>	<u>\$ 2,216,948</u>
LIABILITIES				
Accounts payable and other current liabilities	\$ 199,480	\$ -	\$ -	\$ 199,480
Accrued payroll payable	51,370	-	-	51,370
Due to component unit	17,188	-	-	17,188
Total liabilities	<u>268,038</u>	<u>-</u>	<u>-</u>	<u>268,038</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenue-property tax	13,993	4,419	-	18,412
FUND BALANCES				
Restricted for:				
Cultural and recreational	40,774	-	70,765	111,539
Debt service	-	52,869	-	52,869
Public safety	17,286	-	1,261	18,547
Committed for:				
Infrastructure improvements	101,642	-	-	101,642
Unassigned	<u>1,645,901</u>	<u>-</u>	<u>-</u>	<u>1,645,901</u>
Total fund balances	1,805,603	52,869	72,026	1,930,498
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 2,087,634</u>	<u>\$ 57,288</u>	<u>\$ 72,026</u>	<u>\$ 2,216,948</u>

The notes to financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
September 30, 2016

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances - governmental funds (page 15)	\$ 1,930,498
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	2,081,997
Other long-term assets are not available to pay for current period expenditures and, therefore, are reported as unavailable revenue in the funds.	18,412
Deferred outflows of resources are not reported in the governmental funds:	
Deferred outflows-actuarial experience	\$ 9,127
Deferred outflows-assumption changes	35,603
Deferred outflows-contributions	50,418
Deferred outflows-investment experience	95,874
	191,022
Interest payable on long-term debt does not require current financial resources. Therefore interest payable is not reported as a liability in the governmental funds balance sheet.	(19,644)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	
Due within one year	(341,475)
Due in more than one year	(4,281,872)
	(4,623,347)
Deferred inflows of resources are not reported in the governmental funds:	
Deferred inflows-actuarial experience	(17,218)
Net position of governmental activities (page 13)	\$ (438,280)

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Fiscal Year Ended September 30, 2016

	General	Debt Service	Other Governmental Funds	Total Governmental Funds
REVENUES				
Property taxes	\$ 1,482,575	\$ 468,736	\$ -	\$ 1,951,311
Sales taxes	235,233	-	-	235,233
Franchise taxes	161,460	-	-	161,460
Licenses and permits	143,860	-	-	143,860
Fines and forfeitures	124,498	-	-	124,498
Charges for current services	515,780	-	-	515,780
Revenues from use of money and property	8,632	554	149	9,335
Special assessment	-	-	14,719	14,719
Miscellaneous	168,320	-	-	168,320
Intergovernmental	9,555	-	-	9,555
Contributions and donations	3,000	-	1,420	4,420
Total revenues	<u>2,852,913</u>	<u>469,290</u>	<u>16,288</u>	<u>3,338,491</u>
EXPENDITURES				
Current:				
General government	472,289	-	-	472,289
Public safety	1,672,188	-	159	1,672,347
Streets	993,854	-	-	993,854
Cultural and recreational	45,964	-	6,000	51,964
Solid waste	196,469	-	-	196,469
Debt service:				
Principal retirement	-	301,398	-	301,398
Interest and fiscal charges	-	163,578	-	163,578
Total expenditures	<u>3,380,764</u>	<u>464,976</u>	<u>6,159</u>	<u>3,851,899</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(527,851)</u>	<u>4,314</u>	<u>10,129</u>	<u>(513,408)</u>
OTHER FINANCING SOURCES (USES)				
Sale of capital assets	14,111	-	-	14,111
Transfers in	84,722	-	-	84,722
Transfers out	-	(10,664)	-	(10,664)
Total other financing sources (uses)	<u>98,833</u>	<u>(10,664)</u>	<u>-</u>	<u>88,169</u>
Net change in fund balances	(429,018)	(6,350)	10,129	(425,239)
Fund balances-beginning of year, as restated	<u>2,234,621</u>	<u>59,219</u>	<u>61,897</u>	<u>2,355,737</u>
Fund balances-end of year	<u>\$ 1,805,603</u>	<u>\$ 52,869</u>	<u>\$ 72,026</u>	<u>\$ 1,930,498</u>

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Fiscal Year Ended September 30, 2016

Amounts reported for governmental activities in the statement of activities (page 14) are different because:

Net Change in Fund Balances - total governmental funds (page 17)	\$ (425,239)
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Governmental funds report capital outlay as expenditures. However, in the government-wide statement of activities and changes in net position, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital outlay recorded as capital assets in the current period.

883,017

The net effect of various transactions involving capital assets (i.e., asset retirements/disposals) is to decrease net position.

(84,124)

Depreciation expense on capital assets is reported in the government-wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as expenditure in governmental funds.

(164,808)

The issuance of long-term debt (e.g. bonds) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Bond principal repayments	\$ 301,398
Amortization of bond discount	(773)
Amortization of bond premium	7,163
	307,788

Accrued interest expense on long-term debt is reported in the government-wide statement of activities and changes in net position, but does not require the use of current financial resources; therefore, accrued interest expense is not reported as expenditures in governmental funds. Change in accrued interest.

752

Some property tax will not be collected for several months after the City's fiscal year end. These are not considered "available" revenues in the governmental funds until received. Change in unavailable revenue on fund statements.

9,627

Pension contributions are recorded as expenditures in the governmental funds. However, in the statement of activities, these contributions are converted to the full accrual GASBS 68 pension amounts.

Deferred outflows-assumption changes	(23,827)
Deferred outflows-contributions	35,603
Deferred outflows-investment experience	4,085
Deferred inflows-actuarial experience	81,860
	97,721

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated absences	(9,625)
Net pension liability	(131,979)
	(141,604)

Change in net position of governmental activities (page 14)	\$ 483,130
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The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
STATEMENT OF NET POSITION
PROPRIETARY FUND
September 30, 2016

	Business-type Activities - Enterprise (Water and Sewer) Fund
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 699,674
Investments	1,148
Receivables (net of allowance for uncollectibles)	225,129
Inventories	14,291
Prepaid items	22,567
Total current assets	<u>962,809</u>
Noncurrent assets:	
Restricted assets:	
Cash and cash equivalents	253,577
Investments	4,871
Total restricted assets	<u>258,448</u>
Capital assets (net, where applicable of accumulated depreciation)	<u>2,562,951</u>
Total noncurrent assets	<u>2,821,399</u>
Total assets	<u>3,784,208</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows-actuarial experience	3,379
Deferred outflows-assumption changes	11,729
Deferred outflows-contributions	16,609
Deferred outflows-investment experience	32,013
Total deferred outflows of resources	<u>63,730</u>
LIABILITIES	
Current liabilities:	
Accounts payable and other current liabilities	40,696
Accrued payroll payable	13,581
Due to other funds	21,080
Accrued interest payable	4,797
Compensated absences	10,540
Customer deposits payable	76,585
Bonds payable	73,602
Total current liabilities	<u>240,881</u>
Noncurrent liabilities:	
Net pension liability	42,323
Bonds payable	<u>1,015,103</u>
Total noncurrent liabilities	<u>1,057,426</u>
Total liabilities	<u>1,298,307</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows-actuarial experience	<u>5,672</u>
Total deferred inflows of resources	<u>5,672</u>
NET POSITION	
Net investment in capital assets	1,606,268
Restricted for infrastructure improvements	126,426
Unrestricted	811,265
Total net position	<u>\$ 2,543,959</u>

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUND
For the Fiscal Year Ended September 30, 2016

	Business-type Activities - Enterprise (Water and Sewer) Fund
OPERATING REVENUES	
Water sales	\$ 770,598
Sewer service charge	338,822
Miscellaneous	39,293
Total operating revenues	<u>1,148,713</u>
OPERATING EXPENSES	
Water administration	144,835
Water	679,447
Sewer	410,222
Depreciation	177,209
Total operating expenses	<u>1,411,713</u>
Operating income (loss)	<u>(263,000)</u>
NONOPERATING REVNUES (EXPENSES)	
Investment earnings	3,266
Interest and fiscal charges	<u>(37,992)</u>
Total nonoperating revenue (expenses)	<u>(34,726)</u>
Income (loss) before contributions and transfers	<u>(297,726)</u>
Capital contributions	260,779
Transfer out	<u>(74,058)</u>
Change in net position	<u>(111,005)</u>
Net position - beginning, as restated	2,654,964
Net position - ending	<u>\$ 2,543,959</u>

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
STATEMENT OF CASH FLOWS
PROPRIETARY FUND
For the Fiscal Year Ended September 30, 2016

	Business-type Activities - Enterprise (Water and Sewer) Fund
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers and users	\$ 1,255,014
Payments to suppliers	(892,911)
Payments to employees	(337,903)
Net cash provided by (used for) operating activities	<u>24,200</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Repayment of advances from other funds	(43,335)
Transfers to other funds	(74,058)
Net cash provided by (used for) noncapital financing activities	<u>(117,393)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Capital contribution	260,779
Acquisition and construction of capital assets	(113,349)
Principal paid on bond maturities	(73,602)
Interest and fiscal charges paid on bonds	(39,848)
Net cash provided by (used for) capital and related financing activities	<u>33,980</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest on investments	3,266
Net cash provided by investing activities	<u>3,266</u>
Net decrease in cash and cash equivalents	(55,947)
Cash and cash equivalents October 1 (including \$227,953 reported in restricted accounts)	<u>1,015,217</u>
Cash and cash equivalents September 30 (including \$258,448 reported in restricted accounts)	<u>\$ 959,270</u>
Reconciliation of operating income to net cash provided by (used for) operating activities:	
Operating income (loss)	\$ (263,000)
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:	
Depreciation	177,209
(Increase) decrease in accounts receivable	97,486
(Increase) decrease in inventory	1,076
(Increase) decrease in prepaid items	6,129
(Increase) decrease in pension related deferred outflows	(35,562)
Increase (decrease) in accounts payable	(14,707)
Increase (decrease) in accrued payroll payable	1,765
Increase (decrease) in customer deposits payable	8,815
Increase (decrease) in compensated absences	(4,304)
Increase (decrease) in net pension liability	43,621
Increase (decrease) in pension related deferred inflows	5,672
Total adjustments	<u>287,200</u>
Net cash provided by (used for) operating activities	<u>\$ 24,200</u>

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUND
September 30, 2016

	Insurance Trust Fund
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 17
Total current assets	<u>17</u>
Total assets	<u>17</u>
LIABILITIES	
NET POSITION	
Restricted for employee benefits	17
Total net position	<u>\$ 17</u>

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUND
For the Fiscal Year Ended September 30, 2016

	Insurance Trust Fund
ADDITIONS	
Contributions	
Employer	\$ 174,318
Revenues from use of money	8
Total contributions	<hr/> 174,326
Total additions	<hr/>
DEDUCTIONS	
Benefits	<hr/> 174,486
Total deductions	<hr/> 174,486
Change in net position	(160)
Net position - beginning	<hr/> 177
Net position - ending	<hr/> \$ 17

The notes to the financial statements are an integral part of this statement.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of government-wide financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. *Governmental activities*, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support. Likewise, the *primary government* is reported separately from the legally separate *component units* for which the primary government is financially accountable.

B. Reporting entity

The City of Ovilla, Texas (the "City") is a general law municipality and was incorporated in 1963. The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable. The City (the primary government) is financially accountable if it appoints a voting majority of the organization's governing board and (1) is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefit to or impose specific financial burden on the City. Additionally, the City is required to consider other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The financial statements are formatted to allow the user to clearly distinguish between the primary government and its component units.

Discretely presented component units. The Corporations described below are included in the City's reporting entity because the City appoints the governing body and the Corporations are fiscally dependent on the City. The Corporations are reported as discretely presented component units since the governing body is not substantively the same as the governing body of the City, and they provides services to the citizens of Ovilla and the surrounding area as opposed to only the primary government. To emphasize that they are legally separate from the City, they are reported in separate columns in the financial statements.

The *Ovilla 4B Economic Development Corporation* was created under Section 4B of the Development Corporation Act of 1979, as amended, Article 5190.6, Vernon's Texas civil statutes, as amended, and is responsible for collecting and disbursing the one-half percent sales tax to be used for economic development within the City. The members of the Corporation's board are appointed by the City. The City can impose its will on the Corporation by significantly influencing the program, projects, activities, or level of service performed by the Corporation. The Corporation is presented as a governmental fund type and has a September 30 year-end.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Reporting entity (continued)

The *Ovilla Municipal Development District* was created in accordance with Chapter 377 of the Texas Local Government Code and is responsible for collecting and disbursing the one-quarter percent sales tax to be used for municipal development within the City. The members of the District's board are appointed by the City. The City can impose its will on the District by significantly influencing the program, projects, activities, or level of service performed by the District. The District is presented as a governmental fund type and has a September 30 year-end.

Separate financial statements for the Corporation and District are not issued.

C. Basis of presentation - government-wide financial statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds, while business-type activities incorporate data from the government's enterprise funds. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

As discussed earlier, the City has two discretely presented component units. The Ovilla 4B Economic Development Corporation and Ovilla Municipal Development District are considered to be major component units and are shown in separate columns in the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's water and sewer function and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

D. Basis of presentation - fund financial statements

The fund financial statements provide information about the City's funds, including its fiduciary funds. Separate statements for each fund category—governmental, proprietary and fiduciary—are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds. Major individual governmental and enterprise funds are reported as separate columns in the fund financial statements.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Basis of presentation - fund financial statements (continued)

The City reports the following major governmental funds:

The *general fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *debt service fund* accounts for the resources accumulated and payments made for principal and interest and related costs on long-term general obligation debt of governmental funds.

The City reports the following major enterprise fund:

The *water and sewer fund* accounts for the activities of the sewage pumping stations and collection systems, and the water distribution system.

The City reports the following fiduciary fund:

The *insurance trust fund* is used to account for the receipt, investment, and distribution of contributions used to pay premiums on insured employee welfare benefit plans.

During the course of operations the City has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Measurement focus and basis of accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, sales taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period if received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the City.

The proprietary and insurance trust fund are reported using the *economic resources measurement focus* and the *accrual basis of accounting*.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance

1. Cash and cash equivalents

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, certificates of deposit and short-term investments with original maturities of three months or less from the date of acquisition.

2. Investments

Investments for the City are reported at fair value (generally based on quoted market prices) except for the position in TexPool and TexSTAR.

In accordance with state law, TexPool operates in conformity with all of the requirements of the Securities and Exchange Commission's (SEC) Rule 2a7 as promulgated under the Investment Company Act of 1940, as amended. Accordingly, TexPool qualifies as a 2a7-like pool and is reported at the net asset value per share (which approximates fair value) even though it is calculated using the amortized cost method. TexPool is subject to regulatory oversight by the State Treasurer, although it is not registered with the SEC.

The State Comptroller of Public Accounts oversees TexPool. Federated Investors is the full service provider to the pools managing the assets, providing participant services, and arranging for all custody and other functions in support of the pools operations under a contract with the Comptroller.

TexPool is managed conservatively to provide a safe, efficient, and liquid investment alternative to Texas governments. The pools seek to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act. TexPool investments consist exclusively of U.S. Government securities, repurchase agreements collateralized by U.S. Government securities, and AAA-rated no-load money market mutual funds. TexPool is rated AAA by Standard & Poor's, the highest rating a local government investment pool can achieve. The weighted average maturities of the pools cannot exceed 60 days, with the maximum maturity of any investment limited to 13 months. TexPool , like its participants, is governed by the Texas Public Funds Investment Act, and is in full compliance with the Act.

TexSTAR is a local government investment pool created under the Interlocal Cooperation Act specifically tailored to meet Texas state and local government investment objectives of preservation of principal, daily liquidity and competitive yield. The fund is rated AAA by Standard and Poor's and maintains a maturity of 60 days or less, with a maximum maturity of 13 months for any individual security. The fund seeks to maintain a constant dollar objective and fulfills all requirements of the Texas PFIA for local government investment pools.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

J.P. Morgan Investment Management Inc. ("JPMIM" or the "investment manager") and Hilltop Securities Inc. ("HTS") serve as co-administrators for TexSTAR under an agreement with the TexSTAR board of directors (the "Board"). JPMIM provides investment management services, and FirstSouthwest, A Division of HTS, provides participant services and marketing. Custodial, fund accounting and depository services are provided by JPMorgan Chase Bank, N.A. and/or its subsidiary J.P. Morgan Investor Services Co. Transfer agency services are provided by Boston Financial Data Services, Inc. ("BFDS" or the "Transfer Agent"). Each of JPMIM, HTS, BFDS, and JPMorgan Chase Bank, N.A. may provide certain services, including those described herein, through the use of subcontractors or delegates.

3. Restricted assets

Certain proceeds of the City's enterprise fund bonds are classified as restricted assets on the statement of net position because they are maintained in separate bank accounts and their use is limited by applicable bond covenants. The "bond construction" account is used to report those proceeds of bond issuances that are restricted for use in construction. The "infrastructure impact fees" account is used to segregate resources accumulated for infrastructure improvements.

4. Receivables and allowances for doubtful accounts

All trade and property tax receivables are shown net of an allowance for uncollectibles. Trade accounts receivable in excess of 90 days comprise the trade accounts receivable allowance for uncollectibles. The property tax receivable allowance is the lesser of .2 percent of the tax levy for each fiscal year or the outstanding property taxes for each fiscal year at year end.

5. Inventories and prepaid items

Inventories are valued at cost using the first-in/first-out (FIFO) method and consist of expendable supplies and vehicle repair parts. The cost of such inventories is recorded as expenditures/expenses when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

6. Capital assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$2,000 and an estimated useful life in excess of one year.

As the City constructs or acquires additional capital assets each period, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or increase its estimated useful life. Donated capital assets are recorded at their estimated fair value at the date of donation.

Interest incurred during the construction phase of capital assets of enterprise funds is included as part of the capitalized value of the assets constructed, net of interest earned on the invested proceeds over the same period. The amount of interest capitalized depends on the specific circumstances.

Land and construction in progress are not depreciated. The other property, plant, equipment, and infrastructure of the primary government are depreciated using the straight line method over the following estimated useful lives:

<u>Capital asset classes</u>	<u>Lives</u>
Buildings	30-40
Improvements	5-40
Machinery and equipment	3-15
Infrastructure	10-40

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

7. Deferred outflows/inflows of resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred outflows of resources reported in this year's financial statements include (1) a deferred outflow of resources related to the difference between expected and actual experience data used by the actuary, (2) a deferred outflow of resources related to changes in actuarial assumptions of the City's defined benefit pension plan, (3) a deferred outflow of resources for contributions made to the City's defined benefit pension plan between the measurement date of the net pension liabilities from that plan and the end of the City's fiscal year, and (4) deferred outflows of resources related to the differences between the projected and actual investment earnings for the City's multiple-employer defined benefit plan. Deferred outflows for difference in expected and actual pension experience is attributed to pension expense over a total of 2.38 years. Deferred outflows for changes in actuarial assumptions is attributed to pension expense over a total of 3.25 years. Deferred outflows for pension contributions will be recognized in the subsequent fiscal year. The differences between the projected and actual investment earnings are attributed to pension expense over a total of 5 years, including the current year. No deferred outflows of resources affect the governmental funds financial statements in the current year.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Deferred inflows of resources are reported in the City's various statements of net position for the difference between expected and actual experience data used by the actuary. This deferred inflow of resources is attributed to pension expense over a total of 3.25 years, including the current year. In its governmental funds, the only deferred inflow of resources is for revenues that are not considered available. The City will not recognize the related revenues until they are available (collected not later than 60 days after the end of the City's fiscal year) under the modified accrual basis of accounting. Accordingly, unavailable revenues from property taxes and intergovernmental revenue are reported in the governmental funds balance sheet.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

8. Long-term obligations

In the government-wide financial statements, and proprietary fund type in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statements of net position.

In the fund financial statements, governmental fund types report the face amount of debt issued is reported as other financing sources.

9. Net position flow assumption

Net position represent the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources on the government-wide financial statements. Net positions are classified in the following categories:

Net investment in capital assets —This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

Restricted net position —This amount is restricted by creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted net position —This amount is the net position that does not meet the definition of "net investment in capital assets" or "restricted net position".

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

10. Fund balance flow assumption

The governmental fund financial statements present fund balance categorized based on the nature and extent of the constraints placed on the specific purposes for which a government's funds may be spent. The following classifications describe the relative strength of the spending constraints:

Nonspendable fund balance—amounts that are not in spendable form (such as inventory and prepaid items) or are required to be maintained intact.

Restricted fund balance—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Committed fund balance—amounts constrained to specific purposes by the City itself, using its highest level of decision-making authority (i.e., City Council). To be reported as committed, amounts cannot be used for any other purpose unless the City takes the same highest level action to remove or change the constraint.

Assigned fund balance—amounts the City intends to use for a specific purpose. Intent can be expressed by the City Council or by an official or body to which the City Council delegates the authority.

Unassigned fund balance—amounts that represent fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. Other governmental funds might report a negative balance in this classification, as the result of overspending for specific purposes for which amounts had been restricted, committed, or assigned. Positive balances are reported only in the General Fund.

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. Revenues and expenditures/expenses

1. Program revenues

Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

2. Property taxes

The City's property tax is levied each October 1 on the assessed value listed as of the prior January 1 for all real and personal property. Appraised values are established by the Ellis Appraisal District as market value and assessed at 100% of appraised value. Property taxes attach as an enforceable lien on property as of January 1. The Ellis County Tax Assessor/Collector bills and collects the City's property taxes, which are due October 1. Full payment can be made prior to the next January 31 to avoid penalty and interest charges. Over time substantially all property taxes are collected.

3. Compensated absences

The City's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment upon separation from City service. The liability for such leave is reported as incurred in the government-wide and proprietary fund financial statements. A liability for those amounts is recorded in the governmental funds only if the liability has matured as a result of employee resignations or retirements. The liability for compensated absences includes salary-related benefits, where applicable. Vacation leave shall be taken during the year following its accumulation.

4. Proprietary funds operating and nonoperating revenues and expenses

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the utility and nonmajor enterprise funds are charges to customers for sales and services. The utility fund also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for the enterprise funds includes the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. Revenues and expenditures/expenses (continued)

5. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2 – DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

A. Cash deposits with financial institutions

Custodial credit risk-deposits. In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may not be returned to it. State statutes require that all deposits in financial institutions be fully insured or collateralized by U.S. Government obligations or obligations of Texas and its agencies that have a market value of not less than the principal amount of the deposits. At year-end, the City's bank balance was \$3,154,714. Of the bank balance, \$741,310 was covered by federal depository insurance and the remaining balance, \$2,413,404 was covered by collateral pledged in the City's name. The collateral was held in the City's name by the safekeeping departments of the pledging bank's agent and had a fair value of approximately \$4,389,000.

B. Investments

Public funds of the City of Ovilla may be invested in the following obligations: (1) obligations of the United States or its agencies and instrumentalities, excluding mortgage-backed securities and including or any obligation fully guaranteed or insured by the FDIC, (2) direct obligations of the State of Texas, or its agencies and instrumentalities, (3) other obligations which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, excluding mortgage-related securities, (4) fully insured or collateralized certificates of deposits at a national or state bank with FDIC membership, domiciled within the State of Texas, (5) investment pools meeting the criteria established by section 2256.016 of the Texas Government Code, (6) repurchase agreements, reverse repurchase agreements, bankers' acceptances, and commercial paper provided these instruments are authorized for the City to the extent that they are contained in the portfolios of approved public funds investment pools in which the City invests, and (7) regulated no-load money market mutual funds.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 2 – DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

B. Investments (continued)

The State Treasurer's Investment Pools (TexPool and TexSTAR) operate in accordance with state law, which requires it to meet all of the requirements of Rule 2a-7 of the Securities and Exchange Commission. See note 1.G.2, *Investments*, for a discussion of how the shares in the Pool are valued. The Pools have a credit rating of AAA from Standard & Poor's Financial Services. Local government investment pools in this rating category meet the highest standards for credit quality, conservative investment policies, and safety of principal. TexPool and TexSTAR invest in a high quality portfolio of debt securities investments legally permissible for municipalities and school districts in the state.

<u>Investment Type</u>	<u>Fair Value</u>
TexPool	\$ 308
TexSTAR	10,382
Certificates of deposit	302,299
	<hr/>
	\$ 312,989

Generally, *credit risk* is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. As of September 30, 2016, the City's investment in both TexPool and TexSTAR are rated AAA by Standard & Poor's.

Concentration of credit risk. The City's investment policy contains no limitations on the amount that can be invested in authorized local government investment pools.

TexPool, TexSTAR and certificates of deposit are considered cash equivalents on the Government-wide Statement of Net Position and on the Balance Sheets of the Fund Financial Statements.

C. Restricted assets

The balances of the restricted asset accounts in the proprietary fund are as follows:

Bond construction account	\$ 132,022
Infrastructure impact fees	126,426
	<hr/>
	\$ 258,448

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 2 - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

D. Receivables

Amounts are aggregated into a single accounts receivable (net of allowance for uncollectibles) line for certain funds and aggregated columns. Below is the detail of receivables for the general, debt service, and water and sewer funds, including the applicable allowances for uncollectible accounts:

Receivables:	Debt		Water and		Total
	General	Service	Sewer		
Taxes	\$ 101,566	\$ 11,492	\$ -	\$ -	\$ 113,058
Accounts	25,333	-	237,430		262,763
Gross receivables	126,899	11,492	237,430		375,821
Less: allowance for uncollectibles	(18,433)	(6,718)	(12,301)		(37,452)
Net total receivables	<u>\$ 108,466</u>	<u>\$ 4,774</u>	<u>\$ 225,129</u>		<u>\$ 338,369</u>

E. Capital assets

Capital asset activity for the year ended September 30, 2016, was as follows:

Governmental activities:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets not being depreciated:				
Land	\$ 147,035	\$ -	\$ -	\$ 147,035
Total capital assets not being depreciated	<u>147,035</u>	<u>-</u>	<u>-</u>	<u>147,035</u>
Capital assets being depreciated:				
Buildings	317,819	-	-	317,819
Machinery and equipment	2,615,699	99,601	(107,293)	2,608,007
Infrastructure	1,122,134	783,416	(105,957)	1,799,593
Totals capital assets being depreciated	<u>4,055,652</u>	<u>883,017</u>	<u>(213,250)</u>	<u>4,725,419</u>
Less accumulated depreciation for:				
Buildings	(164,572)	(10,594)	-	(175,166)
Machinery and equipment	(2,268,360)	(112,099)	107,292	(2,273,167)
Infrastructure	(321,843)	(42,115)	21,834	(342,124)
Total accumulated depreciation	<u>(2,754,775)</u>	<u>(164,808)</u>	<u>129,126</u>	<u>(2,790,457)</u>
Total capital assets, being depreciated, net	<u>1,300,877</u>	<u>718,209</u>	<u>(84,124)</u>	<u>1,934,962</u>
Governmental activities capital assets, net	<u>\$ 1,447,912</u>	<u>\$ 718,209</u>	<u>\$ (84,124)</u>	<u>\$ 2,081,997</u>

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 2 - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

E. Capital assets (continued)

Depreciation expense was charged to the functions/programs of the governmental activities of the primary government as follows:

Governmental activities:

General government	\$ 11,160
Public safety	90,474
Streets	60,066
Cultural and recreational	3,108
Total depreciation expense - governmental activities	<u>\$ 164,808</u>

Business-type activities:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets not being depreciated:				
Land	\$ 86,700	\$ -	\$ -	\$ 86,700
Total capital assets not being depreciated	<u>86,700</u>	<u>-</u>	<u>-</u>	<u>86,700</u>
Capital assets being depreciated:				
Buildings	85,084	-	-	85,084
Improvements	4,984,555	113,349	-	5,097,904
Machinery and equipment	281,246	-	-	281,246
Total capital assets being depreciated	<u>5,350,885</u>	<u>113,349</u>	<u>-</u>	<u>5,464,234</u>
Less accumulated depreciation for:				
Buildings	(27,627)	(2,331)	-	(29,958)
Improvements	(2,603,703)	(160,100)	-	(2,763,803)
Machinery and equipment	(179,444)	(14,778)	-	(194,222)
Total accumulated depreciation	<u>(2,810,774)</u>	<u>(177,209)</u>	<u>-</u>	<u>(2,987,983)</u>
Total capital assets being depreciated, net	<u>2,540,111</u>	<u>(63,860)</u>	<u>-</u>	<u>2,476,251</u>
Business-type capital assets, net	<u><u>\$ 2,626,811</u></u>	<u><u>\$ (63,860)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,562,951</u></u>

F. Significant commitments

The City has entered into a memorandum of agreement with the City of Dallas, Texas to purchase treated water for a term of thirty years, expiring in 2039. The City pays for water based on the volume received at a flat rate as determined under the contract. The City of Dallas agrees to provide potable water to meet volume and demand requirements of the City. Delivery of potable water are subject to and limited to available system supply and system deliverability, as determined by the Director of Water Utilities of Dallas. If the City ceases to take water from the City of Dallas because other surface water supplies have been developed or acquired, the City shall for five years or the balance of this contract, whichever is less, remain liable for demand charges at the billing level in effect at such cessation.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 2 - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

F. Significant commitments (continued)

Expenses incurred for the year ended September 30, 2016 were \$356,729.

The City has entered into a contract with the Trinity River Authority of Texas - Red Oak Creek Regional Wastewater System to obtain wastewater treatment services. In the contract, the Authority agreed to acquire and construct a regional wastewater treatment system to serve the City and other contractual parties, in the area of the watershed or drainage basin of Red Oak Creek, being a tributary of the Trinity River, and located in Ellis and Dallas Counties, Texas. The Trinity River Authority (TRA) is a governmental agency, which is controlled by directors appointed by the governor.

The City is responsible for a proportionate share of the system's annual operation, maintenance and debt service costs for the term of the contract. These costs are determined annually and are payable in monthly installments. A current schedule of estimated future contractual payments due to the Authority is shown below:

Year Ending	Amount
<u>September 30</u>	<u></u>
<u>2017</u>	<u>\$ 285,955</u>

Expenses incurred for the year ended September 30, 2016 were \$283,062.

The payments to be received from the City of Ovilla, Texas are used as collateral for the bonds issued by TRA to construct the facility.

Complete separate financial statements for the Trinity River Authority may be obtained at Trinity River Authority of Texas, 5300 South Collins, P.O. Box 60, Arlington, Texas 76004.

The City has entered into a contract with Progressive Waste Solutions of TX, Inc. that grants the exclusive right to operate and maintain the collection, transportation and recycling or disposal of municipal solid waste, expiring in 2018. At which time there is an option for a one-year renewal for each of the two following years.

Expenses incurred for the year ended September 30, 2016 were \$196,469.

The City has entered into an agreement with the Texas Department of Transportation for the City's contribution of right-of-way funds for the improvement of FM664 in the amount of \$77,855 due in three incremental payments. The City made a payment of \$23,928 during 2016 and has a remaining commitment of \$23,928 due in 2017.

CITY OF OVILLA, TEXAS
 NOTES TO THE FINANCIAL STATEMENTS
 September 30, 2016

NOTE 2 - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

G. Risk management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the City. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

H. Long-term liabilities

General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition, construction and maintenance of major capital facilities. General obligation bonds have been issued for both governmental and business-type activities. General obligation bonds are direct obligations and pledge the full faith and credit of the government. General obligation bonds outstanding at September 30, 2016 are as follows:

Governmental Activities:

Series	Maturity	Interest Date	Year-end Rate	Balances
	Issue Amount			
2011 - Refunding	\$ 5,959,638	8/15/2029	2%-4%	<u>\$ 4,368,258</u>

Business-type Activities:

Series	Maturity	Interest Date	Year-end Rate	Balances
	Issue Amount			
2011 - Refunding	\$ 1,455,362	8/15/2029	2%-4%	<u>\$ 1,066,742</u>

Compensated Absences

Compensated absences represent the estimated liability for employees' paid time off benefits for which employees are entitled to be paid upon termination. The retirement of this liability is paid from the General Fund and Water and Sewer Fund based on the assignment of an employee at termination.

Net Pension Liability

The net pension liability represents the liability for employees' for projected pension benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service less the amount of the pension plan's fiduciary net position.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 2 - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

H. Long-term liabilities (continued)

Changes in long-term liabilities

Changes in the City's long-term liabilities for the year ended September 30, 2016 are as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
Bonds payable:					
General obligation refunding bonds	\$ 4,669,656	\$ -	\$ (301,398)	\$ 4,368,258	\$ 301,398
Less deferred amounts:					
For issuance discount	(7,346)	-	773	(6,573)	-
For issuance premium	100,274	-	(7,163)	93,111	-
Total bonds payable	4,762,584	-	(307,788)	4,454,796	301,398
Compensated absences	30,452	30,429	(20,804)	40,077	40,077
Net pension liability	-	128,474	-	128,474	-
Governmental activity					
Long-term liabilities	\$ 4,793,036	\$ 158,903	\$ (328,592)	\$ 4,623,347	\$ 341,475

General obligation refunding bonds issued for governmental activity purposes are liquidated by the debt service fund. Governmental compensated absences and net pension liability will be liquidated by the general fund.

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Business-type activities:					
Bonds payable:					
General obligation refunding bonds	\$ 1,140,344	\$ -	\$ (73,602)	\$ 1,066,742	\$ 73,602
Less deferred amounts:					
For issuance discount	(852)	-	77	(775)	-
For issuance premium	24,487	-	(1,749)	22,738	-
Total bonds payable	1,163,979	-	(75,274)	1,088,705	73,602
Compensated absences	14,844	6,759	(11,063)	10,540	10,540
Net pension liability	-	42,323	-	42,323	-
Business-type activity					
Long-term liabilities	\$ 1,178,823	\$ 49,082	\$ (86,337)	\$ 1,141,568	\$ 84,142

General obligation refunding bonds issued for business-type activities are repaid from those activities. Business-type compensated absences and net pension liability will be liquidated by those activities.

CITY OF OVILLA, TEXAS
 NOTES TO THE FINANCIAL STATEMENTS
 September 30, 2016

NOTE 2 - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

H. Long-term liabilities (continued)

The debt service requirements for the City's bonds payable are as follows:

Year Ending September 30	Governmental Activities		Business-type Activities	
	General Obligation Refunding Bonds		General Obligation Refunding Bonds	
	Principal	Interest	Principal	Interest
2017	\$ 301,398	\$ 157,150	\$ 73,602	\$ 38,376
2018	313,454	149,614	76,546	38,536
2019	321,491	140,210	78,509	32,240
2020	333,547	130,566	81,453	31,885
2021	337,565	120,559	82,435	29,441
2022-2026	1,884,741	408,133	460,259	99,667
2027-2029	876,062	53,207	213,938	12,993
	\$ 4,368,258	\$ 1,159,439	\$ 1,066,742	\$ 283,138

I. Fund Balance

Minimum fund balance policy. The City's goal is to maintain an unassigned fund balance in the general fund equal to twenty-five percent of budgeted expenditures less budgeted capital equipment items and any amounts budgeted as reserves.

J. Interfund receivables and payables

The composition of interfund balances as of September 30, 2016 is as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General	Water and sewer	\$ 17,828
		\$ 17,828

The outstanding balances between funds result mainly from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 2 - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

K. Interfund transfers

The composition of interfund transfers as of September 30, 2016 is as follows:

Transfer out:	Transfer In:	
	General	Total
Debt Service	\$ 10,664	\$ 10,664
Water and Sewer	74,058	74,058
	<u>\$ 84,722</u>	<u>\$ 84,722</u>

Transfers were primarily used to move funds from the Water and Sewer Fund to the Debt Service Fund for the payment of bonds and from the Water and Sewer Fund to the General Fund for operations.

L. Contingencies

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor, cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

M. Subsequent events

Subsequent to year end, the City approved the following item:

- Engineering services for infrastructure improvements of approximately \$18,290.

N. Prior period adjustment

Corrections have been made to the governmental activities and business-type activities beginning net position in the government-wide financial statements and proprietary fund beginning net position in the fund financial statements due to the overstatement of assets and net position and the understatement of liabilities. The changes to the beginning net position as of October 1, 2015 are summarized as follows:

	Government-wide Financial Statements		Fund Financial Statements	
	Governmental Activities	Business-type Activities	General Fund	Utility Fund
	Activities	Activities	Fund	Fund
As previously reported, October 1, 2015	\$ (900,871)	\$ 2,673,208	\$ 2,255,160	\$ 2,673,208
Correct overstatement of accounts receivable	(3,289)	(18,244)	(3,289)	(18,244)
Correct understatement of due to component unit	(17,250)	-	(17,250)	-
Restated, October 1, 2015	<u>\$ (921,410)</u>	<u>\$ 2,654,964</u>	<u>\$ 2,234,621</u>	<u>\$ 2,654,964</u>
Effect of restatement on operations for the year ended September 30, 2015	<u>\$ (3,289)</u>	<u>\$ (18,244)</u>	<u>\$ (3,289)</u>	<u>\$ (18,244)</u>

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 2 - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (continued)

O. Discretely presented component units

1. Ovilla 4B Economic Development Corporation

Custodial credit risk-deposits. In the case of deposits, this is the risk that in the event of a bank failure, the governmental entity's deposits may not be returned to it. State statutes require that all deposits in financial institutions be fully insured or collateralized by U.S. Government obligations or obligations of Texas and its agencies that have a market value of not less than the principal amount of the deposits. At year end the bank balance of Ovilla 4B Economic Development Corporation's deposits at year end was \$529,851. Of the bank balance, \$250,000 was covered by federal depository insurance and the remaining balance of \$279,851 was covered by collateral pledged in the Corporation's name. The collateral was held in the Corporation's name by the safekeeping departments of the pledging bank's agent and had a fair value of approximately \$305,000.

2. Ovilla Municipal Development District

Custodial credit risk-deposits. In the case of deposits, this is the risk that in the event of a bank failure, the governmental entity's deposits may not be returned to it. State statutes require that all deposits in financial institutions be fully insured or collateralized by U.S. Government obligations or obligations of Texas and its agencies that have a market value of not less than the principal amount of the deposits. At year end the bank balance of Ovilla Municipal Development District's deposits was \$165,032. Of the bank balance, \$165,032 was covered by federal depository insurance.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 3 – DEFINED BENEFIT PENSION PLANS

A. Plan description

The City of Ovilla, Texas participates as one of 866 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the Texas Municipal Retirement System (TMRS). TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the TMRS Act) as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of the System with a six-member Board of Trustees. Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401 (a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at www.tmrs.com.

All eligible employees of the City are required to participate in TMRS.

B. Benefits provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the city, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the city-financed monetary credits with interest were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payments options. Members may also choose to receive a portion of their benefit as a Partial Lump Sum Distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75% of the member's deposits and interest.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 3 – DEFINED BENEFIT PENSION PLANS (continued)

B. Benefits provided (continued)

	Plan Provisions
Employee deposit rate	7%
Municipal current matching ratio	2 - 1
Updated service credits:	
Rate (%)	100 T
Year effective	2012R
Buyback effective date	11-12-07
Vesting	5 yrs
Service retirement eligibilities	5 yrs/age 60, 20 yrs/any age
Restricted prior service credit effective date	1-92
Supplemental death benefits:	
Employees	Yes
Retirees	Yes
Statutory maximum (%)	13.50%

⁽¹⁾ For years prior to 1982, the rate is the actual percentage in annuities. For 1982 and later, the rate is the percentage of the change in the CPI-U since retirement date, granted to each annuitant as an increase of the original annuity.

T — Includes Transfer Credits.

R — Annually Repeating. Ordinance automatically renews effective January 1 of each successive year.

Employees covered by benefit terms

At the December 31, 2015 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	12
Inactive employees entitled to but not yet receiving benefits	36
Active employees	24
	<hr/> 72

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 3 – DEFINED BENEFIT PENSION PLANS (continued)

C. Contributions

The contribution rates for employees in TMRS are either 5%, 6%, or 7% of employee gross earnings, and the city matching percentages are either 100%, 150%, or 200%, both as adopted by the governing body of the city. Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the City of Ovilla, Texas were required to contribute 7% of their annual gross earnings during the fiscal year. The contribution rates for the City of Ovilla, Texas were 8.94% and 8.9% in calendar years 2015 and 2016, respectively. The City's contributions to TMRS for the year ended September 30, 2016, were \$90,963, and were equal to the required contributions.

D. Net pension liability

The City's Net Pension Liability (NPL) was measured as of December 31, 2015, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date.

Actuarial assumptions

The Total Pension Liability in the December 31, 2015 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5% per year
Overall payroll growth	3.0% per year
Investment Rate of Return	6.75%, net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109% and female rates multiplied by 103%. Based on the size of the City, rates are multiplied by a factor of 100%. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment are used with males rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. In addition, a 3% minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the 3% floor.

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 3 – DEFINED BENEFIT PENSION PLANS (continued)

D. Net pension liability (continued)

Actuarial assumptions used in the December 31, 2015, valuation were based on the results of actuarial experience studies. The experience study in TMRS was for the period December 31, 2010 through December 31, 2014. Healthy post-retirement mortality rates and annuity purchase rates were updated based on a Mortality Experience Investigation Study covering 2009 through 2011, and dated December 31, 2013. These assumptions were first used in the December 31, 2013 valuation, along with a change to the Entry Age Normal (EAN) actuarial cost method. Assumptions are reviewed annually. No additional changes were made for the 2014 valuation. After the Asset Allocation Study analysis and experience investigation study, the Board amended the long-term expected rate of return on pension plan investments from 7% to 6.75%. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, the actuary focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive). At its meeting on July 30, 2015, the TMRS Board approved a new portfolio target allocation. The target allocation and best estimates of real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected
Domestic Equity	17.5%	4.55%
International Equity	17.5%	6.10%
Core Fixed Income	10.0%	1.00%
Non-Core Fixed Income	20.0%	3.65%
Real Return	10.0%	4.03%
Real Estate	10.0%	5.00%
Absolute Return	10.0%	4.00%
Private Equity	5.0%	8.0%
Total	100%	

CITY OF OVILLA, TEXAS
 NOTES TO THE FINANCIAL STATEMENTS
 September 30, 2016

NOTE 3 – DEFINED BENEFIT PENSION PLANS (continued)

D. Net pension liability (continued)

Discount Rate

The discount rate used to measure the Total Pension Liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

Changes in the Net Pension (Asset) Liability

	Increase (Decrease)		
	Total	Plan	Net Pension
	Pension	Fiduciary	(Asset)
	Liability	Net Position	(a) - (b)
	(a)	(b)	(a) - (b)
Balance at 12/31/2014	\$ 2,065,345	\$ 2,070,149	\$ (4,804)
Changes for the year:			
Service cost	152,418	-	152,418
Interest	146,343	-	146,343
Difference between expected and actual experience	(33,064)	-	(33,064)
Changes of assumptions	68,368	-	68,368
Contributions - employer	-	87,584	(87,584)
Contributions - employee	-	69,779	(69,779)
Net investment income	-	3,054	(3,054)
Benefit payments, including refunds of employee contributions	(101,887)	(101,887)	-
Administrative expense	-	(1,861)	1,861
Other changes	-	(92)	92
Net Changes	232,178	56,577	175,601
Balance at 12/31/2015	<u>\$ 2,297,523</u>	<u>\$ 2,126,726</u>	<u>\$ 170,797</u>

Sensitivity of the net pension asset to changes in the discount rate -

The following presents the net pension liability of the City, calculated using the discount rate of 6.75%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

CITY OF OVILLA, TEXAS
 NOTES TO THE FINANCIAL STATEMENTS
 September 30, 2016

NOTE 3 – DEFINED BENEFIT PENSION PLANS (continued)

D. Net pension liability (continued)

	1.0% Decrease in Discount Rate (5.75%)	Discount Rate (6.75%)	1.0% Increase in Discount Rate (7.75%)
City's net pension liability	\$ 535,179	\$ 170,797	\$ (124,466)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's Fiduciary Net Position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at www.tmrss.com.

E. Pension expense and deferred outflows of resources and deferred inflows of resources related to pensions

For the year ended September 30, 2016, the City recognized pension expense of \$138,952.

At September 30, 2016, the City reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual economic experience	\$ 12,506	\$ 22,890
Changes in actuarial assumptions	47,332	-
Difference between projected and actual investment earnings	127,887	-
Contributions subsequent to the measurement date	67,027	-
Total	\$ 254,752	\$ 22,890

\$67,027 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability for the year ending September 30, 2016. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

CITY OF OVILLA, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

NOTE 3 – DEFINED BENEFIT PENSION PLANS (continued)

E. Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

<u>Year Ended December 31</u>	
2016	\$ 53,089
2017	47,483
2018	35,891
2019	28,372
Total	<u>\$ 164,835</u>

NOTE 4 – OTHER POSTEMPLOYMENT BENEFIT (OPEB) OBLIGATIONS

The City also participates in the cost sharing multiple-employer defined benefit group-term life insurance plan operated by the Texas Municipal Retirement System (TMRS) known as the Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

TMRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at www.tmrs.com.

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other postemployment benefit," or OPEB.

The City contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year; the intent is not to pre-fund retiree term life insurance during employees' entire careers.

The City's contributions to the TMRS SDBF for the years ended 2016, 2015 and 2014 were \$407, \$395 and \$382, respectively, which equaled the required contributions each year.

REQUIRED SUPPLEMENTARY INFORMATION

These supplementary schedules are included to supplement the basic financial statements as required by the Governmental Accounting Standards Board.

CITY OF OVILLA, TEXAS
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
MAJOR GOVERNMENTAL FUNDS - GENERAL FUND
For the Fiscal Year Ended September 30, 2016

	Budget Amounts		Actual	Adjustments	Actual	Variance with Final Budget
	Original	Final	GAAP Basis	Budget Basis	Budget Basis	
REVENUES						
Property taxes	\$ 1,498,255	\$ 1,498,255	\$ 1,482,575	\$ 423	\$ 1,482,998	\$ (15,257)
Sales taxes	204,595	236,595	235,233	156	235,389	(1,206)
Franchise taxes	150,000	150,000	161,460	2,104	163,564	13,564
Licenses and permits	205,720	161,128	143,860	-	143,860	(17,268)
Fines and forfeitures	69,530	125,830	124,498	-	124,498	(1,332)
Charges for current services	481,471	495,771	515,780	(14,757)	501,023	5,252
Revenues from use of money and property	6,000	6,000	8,632	-	8,632	2,632
Miscellaneous	124,700	159,015	168,320	-	168,320	9,305
Intergovernmental	1,165	1,165	9,555	(8,400)	1,155	(10)
Contributions and donations	3,000	3,000	3,000	-	3,000	-
Total revenues	<u>2,744,436</u>	<u>2,836,759</u>	<u>2,852,913</u>	<u>(20,474)</u>	<u>2,832,439</u>	<u>(4,320)</u>
EXPENDITURES						
Current:						
General government	514,839	503,184	472,289	(2,131)	470,158	(33,026)
Public safety:						
Fire protection	693,049	695,090	695,693	(12,342)	683,351	(11,739)
Police protection	759,000	830,738	768,783	(3,618)	765,165	(65,573)
Municipal court	94,134	108,479	69,732	(941)	68,791	(39,688)
Code enforcement	189,000	194,150	137,980	(618)	137,362	(56,788)
Total public safety	<u>1,735,183</u>	<u>1,828,457</u>	<u>1,672,188</u>	<u>(17,519)</u>	<u>1,654,669</u>	<u>(173,788)</u>
Streets	508,629	1,060,943	993,854	(481)	993,373	(67,570)
Cultural and recreational	34,016	42,109	45,964	-	45,964	3,855
Solid waste	226,356	226,356	196,469	-	196,469	(29,887)
Total expenditures	<u>3,019,023</u>	<u>3,661,049</u>	<u>3,380,764</u>	<u>(20,131)</u>	<u>3,360,633</u>	<u>(300,416)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(274,587)</u>	<u>(824,290)</u>	<u>(527,851)</u>	<u>(343)</u>	<u>(528,194)</u>	<u>296,096</u>
OTHER FINANCING SOURCES (USES)						
Sale of capital assets	20,000	20,000	14,111	-	14,111	(5,889)
Transfers in	91,287	92,583	84,722	7,861	92,583	-
Total other financing sources and uses	<u>111,287</u>	<u>112,583</u>	<u>98,833</u>	<u>7,861</u>	<u>106,694</u>	<u>(5,889)</u>
Net change in fund balance	<u>\$ (163,300)</u>	<u>\$ (711,707)</u>	<u>\$ (429,018)</u>	<u>\$ 7,518</u>	<u>\$ (421,500)</u>	<u>\$ 290,207</u>
Fund balance at beginning of year	<u>228,953</u>	<u>203,417</u>	<u>2,234,621</u>	<u>-</u>	<u>2,234,621</u>	<u>2,031,204</u>
Fund balance at end of year	<u>\$ 65,653</u>	<u>\$ (508,290)</u>	<u>\$ 1,805,603</u>	<u>\$ 7,518</u>	<u>\$ 1,813,121</u>	<u>\$ 2,321,411</u>

NOTES TO BUDGETARY INFORMATION

1. Budgetary basis of accounting

An annual budget for the general is adopted on the budgetary basis of accounting. All annual appropriations lapse at fiscal year end. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the fund level.

CITY OF OVILLA, TEXAS
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
Last 10 Calendar Years (will ultimately be displayed)

	2014	2015
Total Pension Liability		
Service Cost	\$ 133,126	\$ 152,418
Interest (on the Total Pension Liability)	131,163	146,343
Difference between expected and actual experience	30,618	(33,064)
Changes of assumptions	-	68,368
Benefit payments, including refunds of employee contributions	(73,514)	(101,887)
Net Change in Total Pension Liability	<u>221,393</u>	<u>232,178</u>
Total Pension Liability - Beginning	1,843,952	2,065,345
Total Pension Liability - Ending (a)	<u><u>\$ 2,065,345</u></u>	<u><u>\$ 2,297,523</u></u>
Plan Fiduciary Net Position		
Contributions - Employer	\$ 65,545	\$ 87,584
Contributions - Employee	94,459	69,779
Net Investment Income	107,420	3,054
Benefit payments, including refunds of employee contributions	(73,514)	(101,887)
Administrative Expense	(1,121)	(1,861)
Other	(92)	(92)
Net Change in Plan Fiduciary Net Position	<u>192,697</u>	<u>56,577</u>
Plan Fiduciary Net Position - Beginning	1,877,452	2,070,149
Plan Fiduciary Net Position - Ending (b) *	<u><u>\$ 2,070,149</u></u>	<u><u>\$ 2,126,726</u></u>
Net Pension (Asset) Liability - Ending (a) - (b)	\$ (4,804)	\$ 170,797
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	100.23%	92.57%
Covered Employee Payroll	955,646	996,849
Net Pension (Asset) Liability as a Percentage of Covered Employee Payroll	(0.50%)	17.13%

* - FNP may be off a dollar due to rounding.

Notes to Schedule:

N/A

CITY OF OVILLA, TEXAS
SCHEDULE OF CONTRIBUTIONS
Last 10 Fiscal Years (will ultimately be displayed)

	2015	2016
Actuarially Determined Contribution	\$ 76,327	\$ 90,963
Contributions in relation to the actuarially determined contribution	<u>76,327</u>	<u>90,963</u>
Contribution deficiency (excess)	-	-
Covered employee payroll	955,673	1,040,711
Contributions as a percentage of covered employee payroll	7.99%	8.74%

NOTES TO SCHEDULE OF CONTRIBUTIONS

Valuation Date:

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	25 years
Asset Valuation Method	10 Year smoothed market; 15% soft corridor
Inflation	2.50%
Salary Increases	3.50% to 10.50% including inflation
Investment Rate of Return	6.75%
Retirement Age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010 - 2014.
Mortality	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103%

Other Information:

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for the proceeds of specific revenue sources that are restricted by law or administrative action to be used for specified purposes.

Fire Department Auxiliary - This fund is used to account for donations to the Fire Department which in turn are spent on education, firefighter awards banquet and community services such as National Night Out and Heritage Day.

Park Impact Fees - This fund is used to account for funds received from an impact fee assessed through new building permits and is used to purchase new park equipment and make improvements to our parks.

Police Department Special - This fund is used to account for donations to the Police Department which in turn are spent on education, protective equipment, police awards and community services such as National Night Out and Heritage Day.

CITY OF OVILLA, TEXAS
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
September 30, 2016

	Fire Department Auxiliary	Park Impact Fees	Police Department Special	Total Nonmajor Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 1,050	\$ 70,765	\$ 211	\$ 72,026
Total assets	<u>\$ 1,050</u>	<u>\$ 70,765</u>	<u>\$ 211</u>	<u>\$ 72,026</u>
LIABILITIES				
	\$ -	\$ -	\$ -	\$ -
FUND BALANCES				
Restricted for:				
Public safety	1,050	-	211	1,261
Cultural and recreational	-	70,765	-	70,765
Total fund balances	<u>1,050</u>	<u>70,765</u>	<u>211</u>	<u>72,026</u>
Total liabilities and fund balances	<u>\$ 1,050</u>	<u>\$ 70,765</u>	<u>\$ 211</u>	<u>\$ 72,026</u>

CITY OF OVILLA, TEXAS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
For the Fiscal Year Ended September 30, 2016

	Fire Department Auxiliary	Park Impact Fees	Police Department Special	Total Nonmajor Governmental Funds
REVENUES				
Revenues from use of money	\$ -	\$ 149	\$ -	\$ 149
Special assessment	-	14,719	-	14,719
Contributions and donations	1,050	-	370	1,420
Total revenues	<u>1,050</u>	<u>14,868</u>	<u>370</u>	<u>16,288</u>
EXPENDITURES				
Current:				
Public safety	-	-	159	159
Cultural and recreational	-	6,000	-	6,000
Total expenditures	<u>-</u>	<u>6,000</u>	<u>159</u>	<u>6,159</u>
Net change in fund balances	1,050	8,868	211	10,129
Fund balances - beginning	<u>-</u>	<u>61,897</u>	<u>-</u>	<u>61,897</u>
Fund balances - ending	<u>\$ 1,050</u>	<u>\$ 70,765</u>	<u>\$ 211</u>	<u>\$ 72,026</u>

DEBT SERVICE FUND

The *debt service fund* is used to account for the accumulation of resources for the payment of principal and interest on general long-term debt.

CITY OF OVILLA, TEXAS
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
DEBT SERVICE FUND
For the Fiscal Year Ended September 30, 2016

	Original and Final Budgeted Amounts	Actual GAAP Amounts	Adjustments Budget Basis	Actual Budget Basis	Variance with Final Budget
REVENUES					
Property tax	\$ 473,435	\$ 468,736	\$ (93)	\$ 468,643	\$ (4,792)
Revenues from use of money	700	554	(1)	553	(147)
Total revenues	<u>474,135</u>	<u>469,290</u>	<u>(94)</u>	<u>469,196</u>	<u>(4,939)</u>
EXPENDITURES					
Debt service:					
Principal on bonds	375,000	301,398	73,602	375,000	-
Interest and fiscal charges	203,525	163,578	39,847	203,425	(100)
Total expenditures	<u>578,525</u>	<u>464,976</u>	<u>113,449</u>	<u>578,425</u>	<u>(100)</u>
Excess (deficiency) of revenues over expenditures	<u>(104,390)</u>	<u>4,314</u>	<u>(113,543)</u>	<u>(109,229)</u>	<u>(4,839)</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	102,786	(10,664)	113,450	102,786	-
Total other financing sources (uses)	<u>102,786</u>	<u>(10,664)</u>	<u>113,450</u>	<u>102,786</u>	<u>-</u>
Net change in fund balance	<u>\$ (1,604)</u>	<u>\$ (6,350)</u>	<u>\$ (93)</u>	<u>\$ (6,443)</u>	<u>\$ (4,839)</u>

PROPRIETARY FUND

ENTERPRISE FUND

Water and Sewer Fund - The City's water and sewer operations are accounted for in this fund.

CITY OF OVILLA, TEXAS
 SCHEDULE OF OPERATING REVENUES AND EXPENSES - BUDGET AND ACTUAL
 ENTERPRISE FUND - WATER AND SEWER
 For the Fiscal Year Ended September 30, 2016

	Budget Amounts		Actual GAAP Basis	Adjustments Budget Basis	Actual Budget Basis	Variance with Final Budget
	Original	Final				
OPERATING REVENUES						
Water sales	\$ 894,932	\$ 1,004,932	\$ 770,598	\$ 110,256	\$ 880,854	\$ (124,078)
Sewer service charge	441,770	411,770	338,822	(8,928)	329,894	(81,876)
Miscellaneous	34,500	193,300	39,293	148,655	187,948	(5,352)
Total operating revenues	<u>\$1,371,202</u>	<u>\$1,610,002</u>	<u>\$1,148,713</u>	<u>\$ 249,983</u>	<u>\$1,398,696</u>	<u>\$ (211,306)</u>
OPERATING EXPENSES						
Water administration	\$ 152,180	\$ 305,717	\$ 144,835	\$ 145,790	\$ 290,625	\$ (15,092)
Water	729,343	730,852	679,447	(5,864)	673,583	(57,269)
Sewer	369,892	404,342	410,222	(9,146)	401,076	(3,266)
Depreciation	-	-	177,209	(177,209)	-	-
Total operating expenses	<u>\$ 1,251,415</u>	<u>\$ 1,440,911</u>	<u>\$1,411,713</u>	<u>\$ (46,429)</u>	<u>\$ 1,365,284</u>	<u>\$ (75,627)</u>

COMPONENT UNITS FINANCIAL STATEMENTS

Ovilla 4B Economic Development Corporation - This fund is used to account for the Ovilla 4B Economic Development Corporation created under Section 4B of the Development Corporation Act of 1979, as amended, Article 5190.6, Vernon's Texas civil statutes, as amended. The Ovilla 4B Economic Development Corporation initiative is to promote economic development in Ovilla and is currently accumulating funds to spend on future projects.

Ovilla Municipal Development District - This fund is used to account for the Ovilla Municipal Development District, a political subdivision of the State of Texas and the City, created in accordance with Chapter 377 of the Texas Local Government Code (the "Act"). The Ovilla Municipal Development District was established for the purpose of developing and financing all permissible projects prescribed by the Act.

CITY OF OVILLA, TEXAS
BALANCE SHEET
COMPONENT UNITS
September 30, 2016

	Ovilla 4B Economic Development Corporation	Ovilla Municipal Development District
ASSETS		
Cash and cash equivalents	\$ 529,851	\$ 165,032
Receivables	-	8,233
Due from primary government	17188	-
Total assets	<u>\$ 547,039</u>	<u>\$ 173,265</u>
LIABILITIES		
Total liabilities	-	-
FUND BALANCES		
Restricted for:		
Economic development	547,039	-
Municipal development	-	173,265
Total fund balances	<u>547,039</u>	<u>173,265</u>
Total liabilities and fund balances	<u>\$ 547,039</u>	<u>\$ 173,265</u>

CITY OF OVILLA, TEXAS
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
COMPONENT UNITS
For the Fiscal Year Ended September 30, 2016

	Ovilla 4B Economic Development Corporation	Ovilla Municipal Development District
REVENUES		
Sales tax	\$ 94,093	\$ 44,911
Revenues from use of money	1,645	510
Total revenues	<u>95,738</u>	<u>45,421</u>
EXPENDITURES		
Current:		
Economic development	19,734	-
Municipal development	-	2,361
Total expenditures	<u>19,734</u>	<u>2,361</u>
Net change in fund balances	76,004	43,060
Fund balances - beginning	<u>471,035</u>	<u>130,205</u>
Fund balances - ending	<u>\$ 547,039</u>	<u>\$ 173,265</u>

SUPPLEMENTARY FINANCIAL DATA

CITY OF OVILLA, TEXAS
MISCELLANEOUS STATISTICAL FACTS
September 30, 2016

Estimated gallons billed (in thousands)	151,955
Estimated gallons purchased (in thousands)	184,984
Percent billed to purchased	82.14%

RESOLUTION NO. R-2017-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS
ACCEPTING THE ANNUAL FINANCIAL AUDIT REPORT FOR THE YEAR ENDED
SEPTEMBER 30, 2016, PREPARED BY YELDELL, WILSON, WOOD AND REEVE,
P.C.**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OVILLA:

Section 1. The City Council of the City of Ovilla hereby approves and accepts the Annual Financial Audit Report for the year ended September 30, 2016, prepared by Yeldell, Wilson, Wood and Reeve, P.C.

Section 2. A copy of the said Annual Financial Audit Report is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this _____ day of _____ 2017.

APPROVED: _____

Richard Dormier, MAYOR

ATTEST: _____

Pamela Woodall, CITY SECRETARY

AGENDA ITEM REPORT Item 3

Meeting Date: February 13, 2017

Discussion Action

Submitted By: Dennis Burn

Reviewed By: City Manager City Secretary City Attorney
 Accountant Other: PW Director B. Piland

Department: Public Works

Budgeted Expense: YES NO N/A

Amount: N/A

Attachments:

1. Map Showing Bathroom Location Options in Heritage Park

Agenda Item / Topic:

ITEM 3. **DISCUSSION/ACTION** – Consideration of and Action to review and approve the placement site of the Heritage Park Restroom Facility.

Discussion / Justification:

Attached to this agenda item is a map showing two options for the location of a new restroom facility in Heritage Park.

Option 1. Pros: (1) Convenient for unloading and placement.
(2) Located near water/sewer/electricity.
(3) Easy to view and inspect.

Option 1. Cons: (1) Will take up parking spaces.
(2) May block view of Heritage Park.

Option 2. Pros: (1) Does not block view of Heritage Park.
(2) Located near water/sewer/electricity.
(3) Does not take up parking spaces.

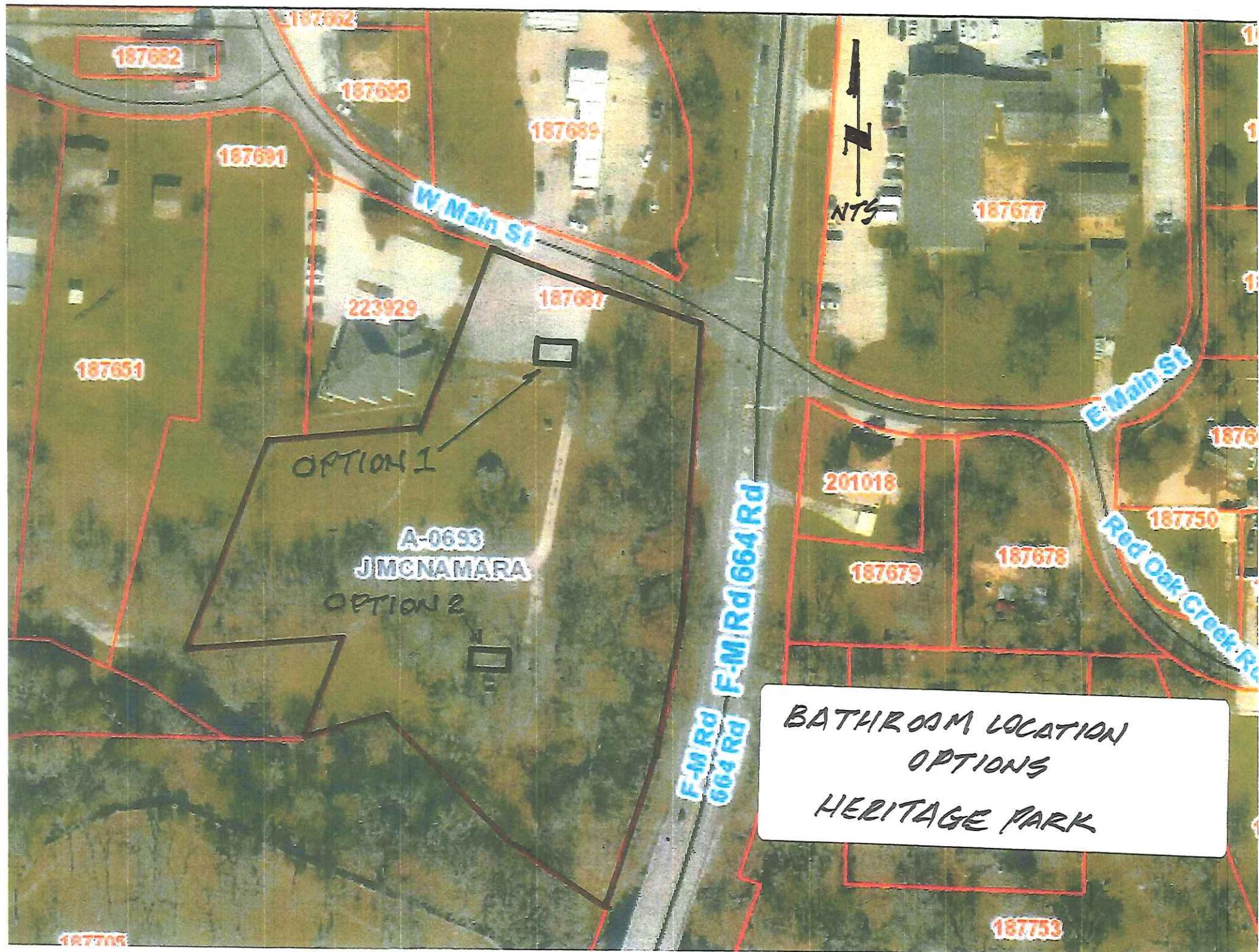
Option 2. Cons: (1) Difficult to unload and place.
(2) Hard to view and inspect.
(3) Easy to vandalize.

Recommendation / Staff Comments:

Staff recommends Option 1.

Sample Motion(s):

I move to approve Option __ for the site location of the Heritage Park Restroom Facility.



AGENDA ITEM REPORT

Item 4

Meeting Date: February 13, 2017

Discussion Action

Submitted By: Brian Windham, Chief

Reviewed By: City Manager City Secretary City Attorney
 Accountant Other: _____

Department: Police

Budgeted Expense: YES NO N/A

Amount: N/A

Attachments:

1. Cameras Cost Proposal
2. Safe Zone Sign

Agenda Item / Topic:

ITEM 4. **DISCUSSION** – Discuss and consider the designation of the Ovilla Police Station as a safe zone.

Discussion / Justification:

The use of the internet for purchasing and trading goods is becoming increasingly popular. There are, however, inherent dangers in using the internet to set up meetings with total strangers. Individuals have fallen victim to various crimes ranging from murder to robbery to simple theft when meeting strangers for an exchange.

To help in combating this issue the police department has a proposal to establish an internet exchange zone in an effort to set up an area covered by video surveillance. This area will include the front parking lot of the police department and will be watched by multiple video cameras recording on a 24-hour basis to a NVR server in the department. In addition, the department has included an interview camera for the inside of the police department for the purpose of recording interviews with suspects, complainants and witnesses.

This is technology not currently available in the department. The proposal before you has two components, phase one to include cameras around the police department and phase two to include cameras around city hall focusing on city hall, the fire department and public works assets. The two phases have also been combined for a lower price due to on-site costs.

Recommendation / Staff Comments:

Sample Motion(s):

Discussion Only.



Executive Protective
Systems

108 Industrial Avenue
Fort Worth, Texas 76126
January 12, 2017

(817) 763-8160
Metro (817) 429-5222

City Of Ovilla
105 S. Cockrell Hill Rd.
Ovilla, TX. 75154

Equipment: CCTV
Phase #1

1 – HIK Vision NVR DS-7616NI-E2/16P.....	\$1,680.00
6 – HIK Vision Color Bullet Cameras DS-2CD2T42WD-I5 @ \$274.00ea.....	\$1,644.00
1 – HIK Vision Color Indoor Camera W/ Built in Microphone DS2CD2542FWD-IS*	\$260.00
Misc. Wire & Hardware.....	<u>\$375.00</u>
Materials.....	\$3,959.00
Labor 32 Hrs. @ \$80.00per Hr. (estimated only may be more or less).....	<u>\$2,560.00</u>
Sub-Total.....	\$6,519.00
Tax.....	<u>\$537.82</u>
Total.....	\$7,056.82

All materials and labor is guaranteed for one year from date of installation. If I can answer any question regarding this cost estimate please call me at 817-429-5222.

Thank You
Chuck Smitherman



Executive Protective
Systems

108 Industrial Avenue
Fort Worth, Texas 76126
January 12, 2017

(817) 763-8160
Metro (817) 429-5222

City Of Ovilla
105 S. Cockrell Hill Rd.
Ovilla, TX. 75154

Equipment: CCTV
Phase #2

4 – HIK Vision Color Bullet Cameras DS-2CD2T42WD-I5 @ \$274.00ea.....	\$1,096.00
Misc. Wire & Hardware.....	\$300.00
Materials.....	\$1,396.00
Labor 24 Hrs. @ \$80.00per Hr. (estimated only may be more or less).....	\$1,920.00
Sub-Total.....	\$3,316.00
Tax.....	\$273.57
Total.....	\$3,589.57

All materials and labor is guaranteed for one year from date of installation. If I can answer any question regarding this cost estimate please call me at 817-429-5222.

Thank You
Chuck Smitherman



Executive Protective
Systems

108 Industrial Avenue
Fort Worth, Texas 76126
January 12, 2017

(817) 763-8160
Metro (817) 429-5222

City Of Ovilla
105 S. Cockrell Hill Rd.
Ovilla, TX. 75154

Equipment: CCTV
Phase #1 & 2 Together

1 – HIK Vision NVR DS-7616NI-E2/16P.....	\$1,680.00
10 – HIK Vision Color Bullet Cameras DS-2CD2T42WD-I5 @ \$274.00ea.....	\$2,740.00
1 – HIK Vision Color Indoor Camera W/ Built in Microphone DS2CD2542FWD-IS*	\$260.00
Misc. Wire & Hardware.....	<u>\$675.00</u>
Materials.....	<u>\$5,355.00</u>
Labor 42 Hrs. @ \$80.00per Hr. (estimated only may be more or less).....	<u>\$3,520.00</u>
Sub-Total.....	<u>\$8,875.00</u>
Tax.....	<u>\$732.19</u>
Total.....	<u>\$9,607.19</u>

All materials and labor is guaranteed for one year from date of installation. If I can answer any question regarding this cost estimate please call me at 817-429-5222.

Thank You
Chuck Smitherman



11-6"

Exchange Zone

**This Area is Under
24 Hour Video
Surveillance**



\$175.00 EACH

DODDING SIGNS

AGENDA ITEM REPORT Item 5

Meeting Date: February 13, 2017

Discussion Action

Submitted By: Brian Windham, Chief

Reviewed By: City Manager City Secretary City Attorney

Accountant

Department: Police

Budgeted Expense: YES NO N/A

Amount: N/A

Other: Brian Windham, Chief of Police

Attachments:

1. Resolution R2017-04
2. City of Ovilla Citizens on Patrol Program Operating Procedure

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Consideration of and Action on Resolution R2017-04 enacting a City of Ovilla Citizens on Patrol Program and adopting an operating procedure for the program.

Discussion / Justification:

Chief Windham addressed a desire to implement a Citizens on Patrol Program (COP) with Council during their January meeting. Returning with this item, the Police Department has prepared their own COP Operating Procedure Manual and agreement form and would like to begin a Citizens on Patrol Program (COP). Basically, the program involves citizens taking some responsibility for their community and working with the police to make it a better, safer place. Some of their duties would include:

Patrolling in a city police vehicle with the appropriate Citizens on Patrol signage.

Reporting suspicious behavior to the on-duty police officers.

Conducting vacation house checks

Assisting with traffic direction/control at accident scenes and road closures such as Heritage Day.

Providing assistance at events such as Lords Acre.

Providing PR assistance at local events.

Providing code enforcement assistance in identification of violations.

These are just some of the basic services a team of COP's can provide. This program involves minimal public contact and is not designed to replace police officers or to put citizens in harm's way. It is designed to get the citizens involved in the preservation of their community and to assist police in the day to day duties of officers.

We currently have two individuals that have expressed interest in starting the program and I have another individual that is an experienced COP leader that has offered to assist us as we start a program. Attached are COP rules from DeSoto so you can see what is commonplace in the law enforcement community. This would by no means be unique to our city as these programs are well established across the North Texas area.

The City's insured, TMLIRP, this is a covered program for qualified volunteers. We would be expending a small amount of money for some proper shirts and some signage for vehicles. I think the investment is minimal for what we would be receiving in return. Community support is very much in demand these days and this is another way to build a community support organization.

Recommendation / Staff Comments:	
Staff recommends approval	Sample Motion(s):
I move to approve Resolution R2017-04 enacting a City of Ovilla Citizens on Patrol Program and adopting an operating procedure for the program.	

RESOLUTION NO. R2017-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS AUTHORIZING THE MAYOR TO EXECUTE SAID RESOLUTION, ENACTING A CITY OF OVILLA, TEXAS, CITIZENS ON PATROL PROGRAM (COP) AND OPERATING PROCEDURE MANUAL THROUGH THE CITY OF OVILLA POLICE DEPARTMENT.

Section 1

WHEREAS, the City of Ovilla Police Department desires to implement a Citizens on Patrol Program (COP) and to adopt an operating procedure manual for the program, and;

Section 2

WHEREAS, the City Council of the City of Ovilla finds that a Citizens on Patrol Program will help and encourage its citizens to become involved in their community and take responsibility for their community in working with the police department, and finds this Program to be in the best interest of the City of Ovilla, and;

Section 3

WHEREAS, the City of Ovilla Police Department provides an operating manual for the Citizens on Patrol Program, a copy attached as Exhibit A and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this _____ day of _____ 2017.

APPROVED: _____

Richard Dormier, MAYOR

ATTEST: _____

Pamela Woodall, CITY SECRETARY



Citizen On Patrol (C.O.P)

Ovilla Police Department Standard Operating Procedure

Ovilla Police Department Citizens on Patrol (C.O.P)

The City of Ovilla Police Department operates a Citizen on Patrol (C.O.P) organization that functions directly for and at the discretion of the department. The leadership of the C.O.P organization is appointed by the department and reports directly to the designee of the Chief of Police. The C.O.P organization is derived in part from the Citizens Police Academy (CPA). However, the two organizations, C.O.P and CPA, operate exclusive of each other and membership/participation in one is not a requirement of the other. The C.O.P organization is an extension of the Ovilla Police Department and as it is necessary to maintain discipline and order within the organization as a whole, disruptive influences and organizational strife to the point it becomes a hindrance to the effectiveness of the organization will not be tolerated.

REQUIREMENTS FOR PARTICIPATION

The requirements for participation in the C.O.P program are listed below. Other requirements may be added at the discretion of the department.

- 21 years of age or older
- Pass a criminal background check
- Be of good moral character
- Able to sit/stand/bend/and lift medium weight objects
- Able to hear and see as required by the department
- Able to safely lift 35 pounds
- Pass hearing and eye tests as determined by the department

REQUIREMENTS FOR CONTINUED AFFILIATION

Requirements for continued affiliation with the C.O.P are inclusive of the participation prerequisites but make addition of the following requirements. Other conditions may be applied according to the needs of the department.

- Twelve (12) hours of C.O.P duties a quarter
- Participation in required training
- Proper wearing of uniform
- Appropriate Conduct and Professional Demeanor
- Ability and Willingness to follow Commands, Instructions and Ovilla PD Rules & Requirements

DUTIES

The C.O.P organization operates as a support unit to the department as a whole and is present to assist in achieving department wide missions. However, by name, the organizations prime mission is to function as a patrol support element. All members will be expected to fulfill requirements directly related to that mission.

- To assist the department in high visibility patrols throughout the city
- To assist the department in patrol duties including house checks, directed patrols, extra patrols, and traffic direction.
- To assist code enforcement in issuing door hangers for code violations
- To assist the department in special operations activities such as parades and festivals

CAUSES FOR DISCIPLINE/REMOVAL

The department must maintain standards of order and discipline within the entire Ovilla Police Department. All issues of order/discipline will be addressed through the chain of command of the C.O.P organization starting with the designated leader and followed by the department's chain of command. Causes for discipline/removal from the organization are as follows but not all inclusive: (NOTE: All matters of concern are of the sole discretion of the Police Department and are not appealable to any person or entity)

- Continual disruptive behavior and strife within the organization
- Carrying of weapons of any kind other than a functional utility knife or multi-tool
- Abuse directed at any member of the department
- Continual degrading of any member of the organization, department, department function or unit
- Abuse of departmental or organization equipment
- Failure to meet all COP requirements

Volunteers shall be afforded due process rights regarding complaints alleged against them. The volunteer coordinator(s) and/or Chief of Police (designee) shall handle the investigation of any complaints against C.O.P. members. The Chief of Police shall make any final determinations if the alleged violation adversely affects the reputation or integrity of the Police Department.

STATEMENT OF PURPOSE

The Ovilla Police Department Citizens on Patrol program is established to bring together interested residents of the City of Ovilla who wish to be more aware of and involved in law enforcement procedures in their community. The program is designed to inform these individuals about problems unique to their community and to assist in developing a community patrol group.

The C.O.P program operates under guidance and command of, and is formed to assist the Police Department, as well as the community as a whole, in helping reduce crime in the community. This is done by observation and recording activities, by reporting suspicious or criminal activity, by active patrol, and being visible. In addition to these functions, the C.O.P program is designed to increase cooperation between citizens of Ovilla and members of the Police Department. Improved communication and interaction between the citizenry and police is anticipated as a result of the C.O.P program.

COMMUNITY POLICING PROGRAMS

Members of the C.O.P program are valuable assets to the Police Department. Members are often involved in events such as traffic direction and control at special events or accident scenes, disaster operations, neighborhood patrols, and code enforcement. Members who become involved in these programs are required to attend training sessions and/or training updates before the events are held.

RECRUITMENT

Recruiting is vital to maintaining the program and number of volunteers involved in the program. Members will be selected from graduates of the Ovilla Citizen Police Academy and other interested citizens and individuals. The program will be in compliance with all EEOC guidelines and the requirements of the ADA, and in compliance with City and Departmental Rules, SOP and Standards of Operation.

RULES OF CONDUCT

1. C.O.P Personnel are not Police Officers and are not empowered to any degree above that of any other civilian.

2. Violation of any of the Rules of Conduct, Departmental directives, general orders, standard operating procedures or other written or verbal directives may be cause for dismissal from the program. The Volunteer Coordinator(s) and/or Chief of Police shall resolve violations or conflicts.
3. C.O.P members shall adhere to the CITY OF OVILLA policy regarding drug screening and all other issues prior to operating city vehicles.
4. C.O.P member conduct must remain ethical and above reproach. Members may not accept any remuneration or favor for conduct or activities performed during their duties as a departmental volunteer.
5. C.O.P members shall remain objective and shall not show favoritism to citizens while in their capacity as a departmental volunteer.
6. C.O.P members shall not divulge any information to any person that they may have received, overheard or obtained while in their capacity as a departmental volunteer.
7. C.O.P members shall observe and obey all lawful orders, state and federal laws, and directives while acting as a departmental volunteer.

UNIFORM

Citizen on Patrol personnel will wear the designated uniform during all C.O.P functions unless otherwise instructed by the Volunteer Coordinator(s). The uniform shall be clean and neatly pressed.

The C.O.P uniform consists of:

SHIRT / BLOUSE:

Blue Polo Shirt. The shirt shall have the C.O.P logo embroidered on the left side of the chest. The uniform shirt shall not have any additional pins or paraphernalia worn on it. A "Black" T-Shirt shall be worn underneath shirt at all times.

NAMETAG

Nametags will not be issued.

PANTS / TROUSERS

The uniform pant shall be dark navy blue. A black smooth belt will be worn with the pants. The belt may not have a large and/or gaudy buckle. The belt buckle shall be silver in color.

FOOTWEAR

The uniform footwear will be a smooth rounded toe black leather shoe or boot. The footwear will be clean and polished. The athletic style shoe will be acceptable if it is smooth rounded toe style and clean. Dark blue or black socks shall be worn with the uniform pant. No steel toed footwear allowed.

OPTIONAL ATTIRE

HAT

The uniform cap shall be a dark navy ball cap with the Ovilla Police logo on the front. The cap may not have any pins or other paraphernalia worn on it. No other cap shall be worn with either uniform.

JACKET

The uniform jacket shall be a dark navy windbreaker with lining.

PREPARATION FOR PATROL, AND PATROL PROCEDURES

1. C.O.P members shall wear the designated uniform when on patrol in the City owned vehicle.
2. C.O.P members shall patrol in pairs (with another C.O.P.) during the hours of darkness.
3. C.O.P members should retrieve all equipment and sign out the equipment in the designated sign-in book.
4. C.O.P members should check departmental "Hot Sheets"; pass on boards, and other informational sources. Use this information to help determine the area of patrol. C.O.P. members may determine their area of patrol unless advised of a specific problem area by the volunteer coordinator or senior shift officer/supervisor. It is mandatory that C.O.P. teams meet with or make phone contact with the senior shift officer/supervisor when the team arrives to go on patrol.
5. C.O.P members shall check into service via radio when initiating a patrol watch and notify the dispatcher at the end of their shift. It is mandatory that C.O.P. contact the senior shift officer/supervisor prior to checking into service.
6. C.O.P patrol teams shall keep an activity log. The information should include license plate numbers, vehicle descriptions, time/location of activity and other information that causes the C.O.P member to become suspicious.
7. Firearms or other weapons **shall not** be carried by any C.O.P while operating as a Ovilla Police Department Volunteer.
8. C.O.P members will refrain from the consumption of alcoholic beverages or any illegal substances and/or medications that can potentially affect mental alertness for a minimum of four (4) hours prior to and during any patrol shift.
9. C.O.P members **shall not** approach suspects or suspect vehicles. Furthermore, members may approach a vehicle that is obviously unattended in order to obtain necessary information to provide to police personnel. C.O.P shall not attempt to chase, catch up to or follow a vehicle if doing so causes them to violate any traffic law.
10. When on patrol, all traffic laws will be obeyed. Excessive traffic violations will be cause for removal from the program.
11. C.O.P members are not to place themselves or others in danger at any time.
12. C.O.P members may observe activity occurring in any public place or any private area with the permission of the property owner or person in control of the property.
13. The senior officer or shift supervisor may establish the allowable number of C.O.P members on patrol at any time.
14. C.O.P members shall carry their official identification while on patrol.
15. C.O.P members shall patrol in pairs during the hours of darkness. An experienced member may patrol singularly during daylight hours only.
16. C.O.P members will not engage in ANY form of pursuit/chase. The C.O.P member may follow at a safe distance and shall obey the speed limit to obtain information and direction of travel. At

the first sign of any attempt to evade, the C.O.P member will halt any contact with the violator. C.O.P members must obey traffic laws at all times.

17. C.O.P members shall not approach and/or interfere with a crime scene, accident scene or other police call unless directed to do so by a police officer.
18. A police officer or supervisor shall have total control over a crime scene, accident scene or other police call and C.O.P must not distract or interfere with the officer(s) in any way, unless and until instructed to do so by the *officer in charge*.
19. If a C.O.P member observes any criminal offense in progress he/she shall contact dispatch utilizing the radio or telephone (972) 775-3333.

VEHICLE OPERATIONS

Members shall follow all departmental guidelines, state and federal laws, and city ordinances when operating either the city owned vehicle or their personal vehicle during C.O.P functions. If the city vehicle is involved in an accident, members shall follow departmental and city guidelines.

C.O.P vehicle is not considered an emergency vehicle as defined by the Texas Transportation Code. C.O.P members shall *never* use their personal or the C.O.P vehicle to block, ram, slow, or otherwise impede traffic during the normal course of their duties, or while assisting in police emergencies. Members are only authorized to drive at posted speeds.

Any accident, incident or other occurrence which involves the designated C.O.P vehicle, or an individual's vehicle in use during a C.O.P function, shall be immediately reported to the on duty watch commander, and a written information sheet shall be turned in to the volunteer coordinator.

TRAFFIC DIRECTION AND CONTROL

C.O.P may be used to assist in traffic management during a police emergency or a special event. (i.e., traffic congestion, accident scenes, parades and other traffic related problems). C.O.P members will be trained to direct traffic during the C.O.P course.

C.O.P members must wear a reflective vest at all times while directing traffic.

C.O.P members will not direct traffic except at the direction of a sworn police officer.

SPECIAL EVENTS

C.O.P members may assist in city special events, (i.e. parades, city festivals, security for city-sponsored events, etc.)

Members may be used as security, traffic control, and otherwise as needed.

Note: Members may be instructed to attend a briefing prior to these events in order to be given special instructions and duty assignments.

C.O.P members may be asked to perform special functions from time to time by the police department. These functions may include many aspects of police related duties i.e., surveillance of a suspect or a location, etc.

The department shall not ask the C.O.P members to perform any duties that will place the members in danger.

HOUSE-CHECKS

The OVILLA POLICE DEPARTMENT has a policy that offers Ovilla residents the service of the police department checking their homes if the resident is going to be out of town.

C.O.P personnel have been authorized to do house-checks as a part of their regular patrol duties.

C.O.P members should pick up the house-checks in the patrol briefing room. Members should check to ensure that the house-check is current and not expired.

Upon arrival at the residence, C.O.P members shall give their call number and say, "house-check." When the dispatcher acknowledges, the C.O.P member shall give the house check address.

C.O.P members shall then walk around the house to ensure all doors and windows are secure. If it appears that a door or window has been tampered with, the C.O.P member shall ask for the assistance of a patrol element. If someone is at the residence, the C.O.P shall ask for a patrol element.

When the house-check is complete, the C.O.P shall write the date, time, and their initials and I.D. number in the appropriate place on the house-check form.

After the house check has been completed on the last day of the house-check, the C.O.P member shall take the house-check page and return it to the police secretary.

DISASTER OPERATIONS

The C.O.P members may be used during times of disaster.

All C.O.P members shall immediately report to the police department after a disaster, (i.e. tornado, flood, earthquake, explosion, any event that would cause a call-in of all personnel).

Potential Duties:

- Barricade Guard

Personnel assigned to barricades shall not allow any person into the cordoned off area unless they have a pass issued by the police department.

- Telephone Assistance

Personnel assigned to assist in answering telephones shall answer all non-emergency telephone lines at the police department or city hall. Personnel shall use the supplied call sheet forms to record the information given. These forms shall be passed on to the designated police personnel to assimilate information to the proper agency and calls for service for the police and fire departments.

- Disaster area Pass Assistants

These personnel will be assigned to City Hall. If the City Hall is affected by the disaster, personnel will be directed to the proper location.

Personnel will have each person requesting entry into the disaster area to complete an Entry into Declared Disaster Area registration form. If the person(s) have a legitimate reason for needing entry into the area, a pass will be issued.

Personnel will stamp the provided pass with the proper number and issue it to the recipient. The recipient will be instructed to place it on the dash of their vehicle. Upon completion of the reason for entry into the area, the recipient shall return the pass to City Hall. Passes may be kept for several days.

SEARCH

Upon completion of training in search techniques, C.O.P members may assist the OVILLA POLICE DEPARTMENT, or other area law enforcement agencies search procedures missing or lost persons or other search related situations. If assistance is needed, Citizen on Patrol members will be asked to assemble at a briefing area or command post. Personnel shall wear their issued C.O.P safety vest!

Members will be assigned to a team and given a quadrant or area to search. Members will search and report back to the command post of their findings and wait for further instructions. Members shall not disturb, move, or remove evidence.

CITIZEN ON PATROL – ASSISTANT(S)

The C.O.P coordinator will be designated by the Chief of Police. The coordinator may appoint a C.O.P member(s) as assistant(s) or form a steering committee to help guide the program. This position(s) may be held by a C.O.P member for a period of time to be determined by the volunteer coordinator(s).

The duties of the Assistant(s) or committee members will be to work with the coordinator in the day to day operations of the program, maintenance and upkeep of equipment.

The assistant(s) or committee members shall help ensure that procedures are being followed as well as making recommendations on changes, amendments or deletions of program procedures.

Print: Last Name,

First Name,

Middle Initial

I acknowledge that I have received and read this Standard Operating Procedure (SOP) regarding the program obligations, responsibilities and duties of the Ovilla "Citizen On Patrol (C.O.P) Program;

I acknowledge that I understand the requirements and will comply with these requirements, and acknowledge that my retention on the C.O.P program is contingent that I complete the training requirements and duty obligations and responsibilities for the program; and

Understand and acknowledge that if I fail, choose, or am unable to adhere and/or comply with the rules and requirements of the program, that I can be removed from the C.O.P program and will then surrender all police equipment items issued to me.

Name: _____

Date: _____

Witnessed by: _____

Date: _____

AGENDA ITEM REPORT

Item 6

Meeting Date: February 13, 2017

Discussion Action

Submitted By: Brad Piland, PW Director

Reviewed By: City Manager City Secretary City Attorney
 Accountant Other: _____

Department: Public Works

Budgeted Expense: YES NO N/A

Amount: N/A

Attachments:

1. *Draft City of Ovilla Road Maintenance and Operations Manual*

Agenda Item / Topic:

ITEM 6. **DISCUSSION/ACTION** – Consideration of and Action on a draft Road Maintenance and Operations Manual and direct staff as necessary.

Discussion / Justification:

Staff was directed to prepare and implement a Road Maintenance Program for an efficient operations schedule. Included with this agenda item is the draft City of Ovilla Road Maintenance and Operations Manual.

Recommendation / Staff Comments:

Sample Motion(s):

I move to . . .

CITY OF OVILLA

ROAD
MAINTENANCE
AND OPERATIONS
MANUAL

FEBRUARY 2017

DRAFT

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I INTRODUCTION AND PURPOSE

The Ovilla Public Works Department will manage and preserve the road infrastructure, and provide a safe and efficient transportation system that supports economic and community vitality. The Road Maintenance and Operations Manual (RMOM) within is responsible for maintaining 28 miles of roads and 5 bridges.

The goal of the RMOM is to ensure that the roadway system functions as needed, while minimizing impacts from routine road maintenance and ensuring those activities are done in an effective manner.

II BEST MANAGEMENT PRACTICE (BMP) GUIDANCE

Expected outcomes

The BMPs in this manual were developed with the idea that they must be outcome based. Rather than providing a "cookbook recipe" approach to BMPs, the RMOM BMPs focus on the following outcomes:

- Minimize erosion/sedimentation.
- Contain pollutants.

Each maintenance activity has unique challenges given by their location, type of available equipment and weather.

While not every activity can be accomplished under ideal conditions, it is critical that staff understand and implement avoidance and minimization measures using the best professional judgement to achieve outcomes.

Avoidance and Minimization Measures

A standard practice of roadway maintenance is to avoid adverse impacts to public and private property. It is easier and more effective to prevent or reduce soil particles and contaminants from becoming waterborne or airborne (entering or mixing with the water) than to separate them after they have mixed. The following principles guide each activity:

- Reduce soil disturbance
- Keep water from work area
- Reduce potential for soil erosion
- Preserve desirable vegetation
- Find creative solutions for chronic problems

Professional Judgment

BMPs will be implemented based on worksite conditions. There are many difficulties encountered when implementing BMPs. Conditions vary dramatically from site to site based on many factors:

- Soils/geological conditions.
- Stream/surface water hydrology.
- Groundwater conditions.
- Presence of utility lines or structures.
- Vegetation.
- Resource availability.
- Regulatory requirements (i.e. permit requirements).
- Legal requirements (such as safety standards, regulations).

- Terrain.
- Space available in ROW.

The RMOM emphasizes the development of professional judgment to achieve outcomes. Professional judgment is based on experience and knowledge. In many cases, optimum conditions will not exist and full implementation measures may not be possible. Professional judgment must be exercised to find creative and suitable alternatives.

Safety of Road Maintenance Staff

Before any activities are started, staff will be required to obtain a daily safety briefing by the supervisor or lead worker. Personal protective equipment is required for each activity, and vehicle and equipment maintenance and safety reviews must be conducted prior to their use.

III BEST MANAGEMENT PRACTICES

A. Vegetation Management

<i>Maintenance Activity</i>	
1	Grass Mowing
2	Brush Mowing
3	Hand Brushing and Pruning
4	Hazard Tree Removal

Activities include brush cutting, tree pruning, roadside mowing, noxious weed control, and hazard tree removal.

Safety concerns: Ensure that all staff have adequate training to operate heavy equipment and hand tools. Material Safety Data Sheets (MSDS) for chemicals and other reference materials must be available to staff handling potentially hazardous products. The appropriate personal protection equipment (PPE) must be worn to prevent accidents and reduce the risk of injury.

BMP Outcomes:

- Increased sight distance.
- Improve visibility of shoulder for emergencies and obstacles.
- Reduced fire hazards.
- Reduced flooding.
- Improved driver guidance.
- Reduced storm hazard.
- Improve drainage by increasing bio-filtration, infiltration and percolation.
- Limit erosion.

1. Grass Mowing

This activity includes mowing of grass using drop down mowers and tractors, and push or walk-behind mowers, to maintain safety sight distances and visual clearance of sign controls, and to maintain a pleasing roadside for roadway users.

BMPs:

- Minimize scalping of soil surface and reducing soil erosion by maintaining a desirable height

of two (2) to six (6) inches.

- Mow to the maximum extent of the ROW, to reduce the frequency of mowing needed to maintain a safe roadway.

2. Brush Mowing

This activity involves the removal of vegetation along rural and urban roadsides using tractor-powered flail or rotary brush cutters to maintain safety sight distance as well as visual clearance of traffic control signs, to maintain safety "clear zones" and to provide for a safe and visually pleasing roadside for roadway users.

BMPs:

- Remove brush only as necessary to perform maintenance required at culverts, including maintaining the clear zone, line of sight, and addressing other safety issues, unless the brush is a noxious weed. If other brush removal is needed, coordinate with the property owner.

3. Hand-brushing and Pruning

Roadside clearing includes the removal of encroaching or overhanging vegetation to provide for visibility of traffic control signs and other roadway assets. Vegetation will be removed to enhance public safety "clear zones" and visibility of roadway assets and to prevent compromising the structural integrity of the roadway.

BMPs:

- All roadside trees will have their canopies raised to a minimum of 16 feet above the center of the street.

4. Hazard Tree Removal

Maintain riparian trees along streams or rivers unless those trees are hazard trees, could potentially impact bridge structures, or could impact the line of sight.

B. TRAFFIC OPERATIONS

	<i>Maintenance Activity</i>
1	Striping
2	Sign Installation

Safety concerns:

Ensure proper traffic control while working in the ROW and roadway. MSDS must be available for all staff who may handle potentially hazardous products.

1. Striping

Roadway striping will be contracted out to a professional striping company. This activity involves the placement of roadway striping (centerline or edge-line)

BMPs:

- Striping is done in dry weather. Avoid working in wet weather.
- Follow manufacturer standards for air and road surface temperature to allow proper paint curing.

2. Sign Installation

Activity includes washing, locating, installing, repairing, and replacing signs in the ROW. Installation of signs typically entails setting posts in visible locations according to state and federal standards.

BMPs:

- Use best judgment when installing signs that are placed within cut faces, fill slopes, or are replaced in kind.
- Collect all broken sign parts and fasteners and dispose of properly.
- Appropriately dispose of excess materials and debris. Protect drainage infrastructure and waterways.

C. Roadway Surface Maintenance

<i>Maintenance Activity</i>	
1	Asphalt Concrete Patching
2	Cold Patching
3	Chip Sealing
4	Crack Sealing
5	Sweeping and Flushing - non-pick up

These activities are performed to provide a safe roadway surface for the traveling public and to reduce further roadway deterioration or failure. Activities include the following: pothole and square cut patching; removing paved surface or roadway base; repairing roadway base; repaving; adding gravel or grading roads, or ROW surfaces; extending pavement edge; paving graveled shoulder; crack sealing; overlay; chip seal; resurfacing.

Most patching and resurfacing activities occur during dry weather and warmer weather. Potholes are repaired as they occur within established guidelines to reduce accidents, vehicle damage, and adverse environmental impacts.

BMP Outcomes:

- Restore/clean pavement surface.
- Restore or maintain surface water drainage.
- Restore or maintain road surface/safety.
- Reduce sediment loading of shoulders, ditches, detention ponds and watercourses and/or streams.

1. Asphalt Concrete Patching

Activity involves hand patching of potholes, small depressions, distortions, rutting, surface irregularities, and edge breaks in the road surfaces and shoulder with Asphalt Concrete (AC) material. Surface is prepared prior to application.

BMPs:

- AC patching is typically done in dry weather to prevent tack from running off to a drainage facility or waterbody.

2. Cold Patching

Activity involves hand patching of potholes, rutting, and edge breaks in the road surfaces and shoulders with a temporary repair. The city will utilize pot hole patching truck for chip seal road surfaces.

3. Chip Sealing

Activity involves applying water-based oil and aggregate covering on sections of roadway surfaces to seal cracks and provide wear surface. The city will utilize interlocal agreements with Dallas and Ellis County for chip sealing.

BMPs:

- Manhole and utility covers need to be covered before application to be visible and accessible after application.
- Prevent spills and leaks on equipment.

4. Crack Sealing

Activity involves the cleaning and filling of crack in hard surface pavements, using a rubberized asphalt material. The city will utilize interlocal agreements with Dallas and Ellis County for application of crack sealants.

5. Sweeping and flushing - non-pick up

Activity includes sweeping and flushing of roadways, curbs, and bridge decks to remove dirt and debris. Materials are side cast (not recovered) under this activity. Activities are performed year round. Remove materials such as sanding material, dirt, debris, etc. from the travel lanes and shoulders, while preventing suspended sediment and pollutants from reaching waterbodies so that water quality is not impacted.

BMPs:

- Schedule sweeping during damp weather, to minimize dust production when feasible. If sweeping cannot be done during damp weather, use water (as needed) to reduce dust.
- Slow the sweeper and broom speed, where shoulder widths are narrow, to prevent excessive casting of materials from entering ditches.

D. Right-of-Way Maintenance

	<i>Maintenance Activity</i>
1	Shoulder Maintenance
2	Litter Removal and Adopt-a-Road Program
3	Owner-Maintained ROW Program
4	Curb and Sidewalk Maintenance
5	Guardrail Maintenance

The right-of-way (ROW) provides a safe zone for traffic and a transition from the road surface to the drainage system and adjacent lands. The physical structure of the ROW consists of the shoulder, curb and sidewalk, and guardrails..

Safety concerns: Ensure that proper traffic controls are used during maintenance activities.

Environmental concerns: Sediment, road debris and litter enter the drainage system and waterways, if

ROW areas are not properly maintained.

BMP Outcomes:

- Restore structure.
- Restore or maintain surface water drainage.
- Reduce or trap sediments in gravel in shoulder.
- Reduce road surface flooding by allowing water to run off roadway.
- Allow infiltration of water.

1. Shoulder Maintenance

Maintenance tasks performed on shoulders improve proper grade, restore filtering capability, maintain vegetation to provide adequate site distance, smooth rutting, and remove buildup of sediment before entering drainage system.

Shoulder also may act as filter for sediments, provides bio-filtration, and controls surface water runoff. Maintenance of a vegetative buffer (grasses) between the shoulder and ditch, if the area is wide enough, reduces erosion. Periodically remove sediment deposits and vegetation during the dry season when possible with a motor grader, tractor, loader, excavator or backhoe.

BMPs:

- Evaluate the width of the grading; modify to minimize disturbance of vegetation.
- Grade in dry weather but while moisture is still present in soil and aggregate, where feasible.
- Maintain vegetation buffers to catch sanding material and other pollutants to protect the water quality of nearby waterbodies where appropriate.

2. Litter Removal and Adopt-a-Road Program

This activity involves employing community volunteers and city staff to perform litter clean up along city roadways. Debris collected by community volunteers is stacked close to roadway shoulder while litter is bagged, tied and stacked.

BMPs:

- Roadway shoulders and ditches and other areas within the rights-of-way should be reasonably clear of debris.

3. Owner-Maintained ROW Program

Private property owners will maintain the vegetation along the frontage of the privately-owned property. Typically private property owners are involved because they desire to maintain brush and other vegetation adjacent to their property.

4. Curb and sidewalk Maintenance

Activity involves removal of sanding materials from sidewalks and vegetation maintenance, including trimming, pruning, weed-eating and moss removal by hand tools, chemicals and other mechanical means.

BMPs:

- Maintain vegetation on sidewalks so that it is clear of obstructions and trip hazards. Vegetation should be cleared to a vertical height of 16 feet above the sidewalk.

- Dispose of debris properly.

5. Guardrail maintenance

This includes the repair, replacement and installation of roadside guardrail and bridge-rail installations to enhance public safety. Work may be accomplished throughout the year.

Cleaning under guardrails is conducted by hand using hand tools. Installation of silt fence or other erosion controls between work areas and the stream may be necessary when working near resource water.

E. Drainage Maintenance

Maintenance Activity	
1	Storm Water Management (reference storm water management plan)
2	Ditch Maintenance
3	Storm Water Culvert Maintenance
4	Catch Basin Cleaning and Repair

The storm water drainage system includes enclosed systems, and catch basins, as well as open systems, such as swales and ditches. The drainage system is part of the ROW structure that routes water and sediments from roadways and surface structures to outlet areas. These systems accumulate sediment overtime, and because of the limited storage capacity, need to be cleaned to maintain effectiveness.

Activities include removing debris, sediments, and liquids from enclosed and open drainage systems using a vacuum/flush truck, by hand, or other mechanical means. Enclosed drainage systems include the following facilities: retention/detention ponds, manholes, catch basins, vaults, pipes, access roads, pollution control devices and inlets.

Open drainage systems include storm water conveyance such as roadside ditches and storm or surface water runoff facilities. These structures are not water courses, streams or wetlands.

Maintenance tasks performed on open drainage systems include, but are not limited to, activities such as the following:

- Cleaning.
- Reshaping/re-grading.
- Erosion control/bank stabilization of drainage system.
- Vegetation management.
- Removing debris, trash, yard waste, sediment.
- Repairing structures.

Safety concerns: Ensure that all staff have proper training to operate heavy equipment and hand tools. Proper traffic control must be used in the ROW.

Environmental concerns: Sediment from disturbed work areas can enter waterbodies and cause water quality impairments, such as turbidity, excess nutrients, and cause sedimentation in stream habitat.

BMP Outcomes:

- Restore structure.
- Improve water quality.
- Restore surface water drainage.
- Clean up and remove sediment from drainage system.
- Minimize flooding from plugged system.

- Reduce potential plugging of systems.
- Reduce overflows/flooding.
- Keep structure clear of debris, trash, and yard waste.
- Reduce sediments and debris from entering watercourses or streams.

2. Ditch Maintenance

Roadside ditches generally consist of in-slopes, a ditch, and back slopes. Roadside ditch maintenance operations are performed when sediment, debris, or vegetation in a ditch impedes flows or storage of water and sediments to a point where safety or structural integrity of the roadway system is jeopardized. Maintenance of roadside ditches improves properly functioning systems, which can reduce:

- Sheet flow of surface water across the roadway, which creates slope erosion.
- Hazardous driving condition, particularly during cold weather
- Roadway washouts during storm events.
- Flooding of adjacent property.
- Saturation of the road sub-base.

This activity is performed in all weather, throughout the year. Restrictions may include periods of heavy rainfall or sustained rainfall while working on steeper roadway grades. However, ROW widths, slopes, or other geographic features may limit the ditch shape. Work in ditches twenty (20) feet from the ends of a culvert is considered culvert maintenance.

BMPs:

- Where a vegetated ditch is designed to help control soil erosion, disturb only when necessary to maintain proper drainage activity. Clean only those ditch segments that have filled in to the extent where the drainage may not function properly during a major weather event.
- Perform ditch work in optimum weather (when the ditch is dry but there is still sufficient soil moisture to prevent dust and the movement of small particulates) to minimize environmental impacts, where feasible.
- Re-seed or re-establish vegetation in drainage ditches and steep slopes as appropriate.
- Excess, or waste, materials are to be removed to an appropriate location for disposal or storage.

3. Storm water Culvert Maintenance

This activity refers to maintaining culverts that carry storm water drainage. This may also include resetting culvert sections that have separated at the joints.

For cleaning out culverts, for removal of sediment or debris inside the culvert or within 20 feet of the ends of the culvert.

Culvert maintenance is often done using heavy equipment including a backhoe; excavator, tractor truck or jet router (a machine with a high-pressure hose and a powerful vacuum), and hand shovels. Vegetation may be removed during cleaning.

Culvert maintenance is done in all-weather to prevent flooding and roadway failure and includes the removal of materials that may plug culverts. Work in a ditch within twenty (20) feet upstream and downstream of the culvert barrel end is considered culvert cleaning.

BMPs:

- Inspect roadway culverts on a regular basis.
- Use tractor or hand tools to clear debris where feasible.

4. Catch Basin Cleaning and Repair

Catch basins are the first points for receiving and distributing storm water in the urban area. Catch basins trap sediment and debris before it reaches watercourses, streams and/or waterbodies. A catch basin loses its effectiveness in capturing sediment when it reaches 60% of its capacity. Catch basin cleaning frequency must therefore consider how full a catch basin is to maintain the performance of the device.

These catch basins are managed under the Storm Water Management Plan. Removing sediments and debris from drainage system using catch basins is often the primary storm water treatment.

F. On-Call Response and Emergency Work

<i>Maintenance Activity</i>	
1	Sanding
2	Storm Clean-up
3	Slides and Washouts

Emergency Work includes the management of snow and ice on roadways, the stabilization, repair and restoration of roadways, rights-of-way and structures damaged by storm events, and clean-up of traffic accidents, spills, or other extraordinary events.

Safety concerns: Ensure that all staff have adequate training and emergency response materials to safely and effectively respond to emergencies. The appropriate personal protection equipment (PPE) must be worn to prevent accidents and reduce the risk of injury.

Environmental concerns: Minimize impacts to natural resources by containing spills, road maintenance chemicals and products, and properly disposing materials. Minimize direct impacts to habitat and waterways by reducing risks for accidents and taking preventative measures.

BMP Outcomes:

- Control sediment and debris from ROW.
- Stabilize slide/washout area within the ROW to reduce environmental, transportation and/or structural impacts.
- Repair roadways, surface drainage, storm water system, and/or other ROW structures.
- Provide a reasonably safe roadway surface for the traveling public.

1. Sanding

The application of crushed, graded aggregate on roadway surfaces is to provide for motorist safety. Improving traction keeps vehicles on the roadway. Improving traction also reduces accidents, which reduces pollutants from entering aquatic habitats.

Removing sand from roadway surface reduces sediment contribution to adjacent water bodies and reduces dust and minimizes resulting air quality impacts.

2. Storm Clean-up

This involves the removal of materials that have been deposited upon roadways or onto rights-of-way through weather-related events. Specific response activity may vary depending upon the type of debris - organic or vegetative, roadway structure materials or soils.

BMPs:

- Provide a quick response as feasible to maintain the safety of the roadway.
- Leave downed limbs and brush in place in the stream side areas, where doing so does not interfere with sight distance, create safety issues, cause fire hazards, or impact the proper functioning of roadway features (e.g. drainage).
- Down limbs and brush in roadway may be hauled to yard.

3. Slides and Washouts

Activities include the prevention, stabilization, repair and restoration of roadway settlements, slides, and washouts. Erosion repair on shoulders and drainage systems are also included in this activity.

G. Bridge Maintenance

<i>Maintenance Activity</i>	
1	Bridge Maintenance
2	Bridge Repair
3	Drift Removal

Bridge repair and maintenance activities are performed to provide a safe roadway system for the traveling public, and to protect bridge infrastructure according to local, state and federal regulations. These practices are focused on the protection of habitat and ensuring that potentially harmful materials are not allowed to enter resource waters. This is achieved through the proper use of containment devices, sound work-site practices, a minimum removal of material from streams and the proper timing of the activity.

Safety concerns: Flooding can cause the failure of structures and create hazardous work situations. Equipment operators working near or below the Ordinary High Water Line should use extra caution.

Environmental concerns: The primary concern is the potential for material, debris and contaminants from bridge maintenance activities to enter the waterway. Maintenance activities can also cause damage to the stream banks and vegetation, and cause erosion.

BMP Outcomes:

- Reduce sediment at construction or repair area.
- Reduce streambed or stream bank erosion.
- Reduce flooding by removal of blockages.
- Reduce failure of structure.

1. Bridge maintenance

Bridge maintenance activities include cleaning, painting or resurfacing components of the bridge such as the substructure, superstructure, surface footings, piers, supports, abutments, and ramps. Large diameter culverts are maintained as part of the bridge inventory. Bridge washing and sweeping should be done in a manner that minimizes the chance of debris entering the waterway.

BMPs:

- Sweep excess debris before pressure washing or flushing, where feasible.
- When using water from a municipal source that will enter a waterbody, allow chlorine to evaporate (e.g., allow tank truck to sit overnight with water) or use a de-chlorinating agent.
- Remove debris from bridge decks in a manner that minimizes material entering waterbodies, referred methods may include removal of debris from bridge decks with a sweeper or a shovel.

Other material may be scraped by hand before being collected, removed (prior to flushing).

- Heavier debris should be removed from bridge structure - decks and disposed of outside the project area prior to flushing.
- Dispose of waste materials at an appropriate site, in an appropriate manner.

2. Bridge Repair

Activities include the repair of bridges and large culverts over six feet in diameter. In-water bridge repairs may include the installation, repair or replacement of rip-rap, drainage structures and catch basins and the replacement of structural components. The city will take recommendations from the TxDOT bridge inspections, performed by TxDOT inspectors.

BMPs:

- Structural repairs need to be coordinated with the responsible Engineer to minimize impacts.
- If stream channel is disturbed, where feasible, mimic natural stream channel upstream and downstream of the bridge.
- Dispose of waste materials at an appropriate site, in an appropriate manner. Ensure green concrete does not come in contact with the water. Provide a stable concrete chute clean out area for contractors and require contractors to use it.
- Contain construction debris including treated wood saw chips, where feasible.

3. Drift Removal

This activity involves removing logs, limbs and associated drift from a stream when build-up occurs adjacent to a bridge structure. Removal may be done with an excavator or crane situated on the bridge structure or on the embankment. Drift should be dislodged and turned to float downstream, whenever practical, allowing wood to float free of the bridge and create habitat elsewhere. Cutting drift into pieces may be required.

BMPs:

- Turn drift to allow it to flow through and under the bridge structure, when this would not endanger any downstream crossing structures or other facilities. Cut drift when necessary.
- Repair and restore riparian areas temporarily impacted during drift removal.

AGENDA ITEM REPORT Item 7

Meeting Date: February 13, 2017

Discussion Action

Submitted By: Dennis Burn, CM

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other: PW Director B. Piland

Attachments:

1. Ovilla Certificate of Convenience and Necessity (CCN) Map

Agenda Item / Topic:

ITEM 7. **DISCUSSION/ACTION** – Consideration of and Action on to direct staff as necessary for continued research of a plan for the use and installation of Smart Water Meters.

Discussion / Justification:

The following is information regarding our existing water meters and future "smart" meters.

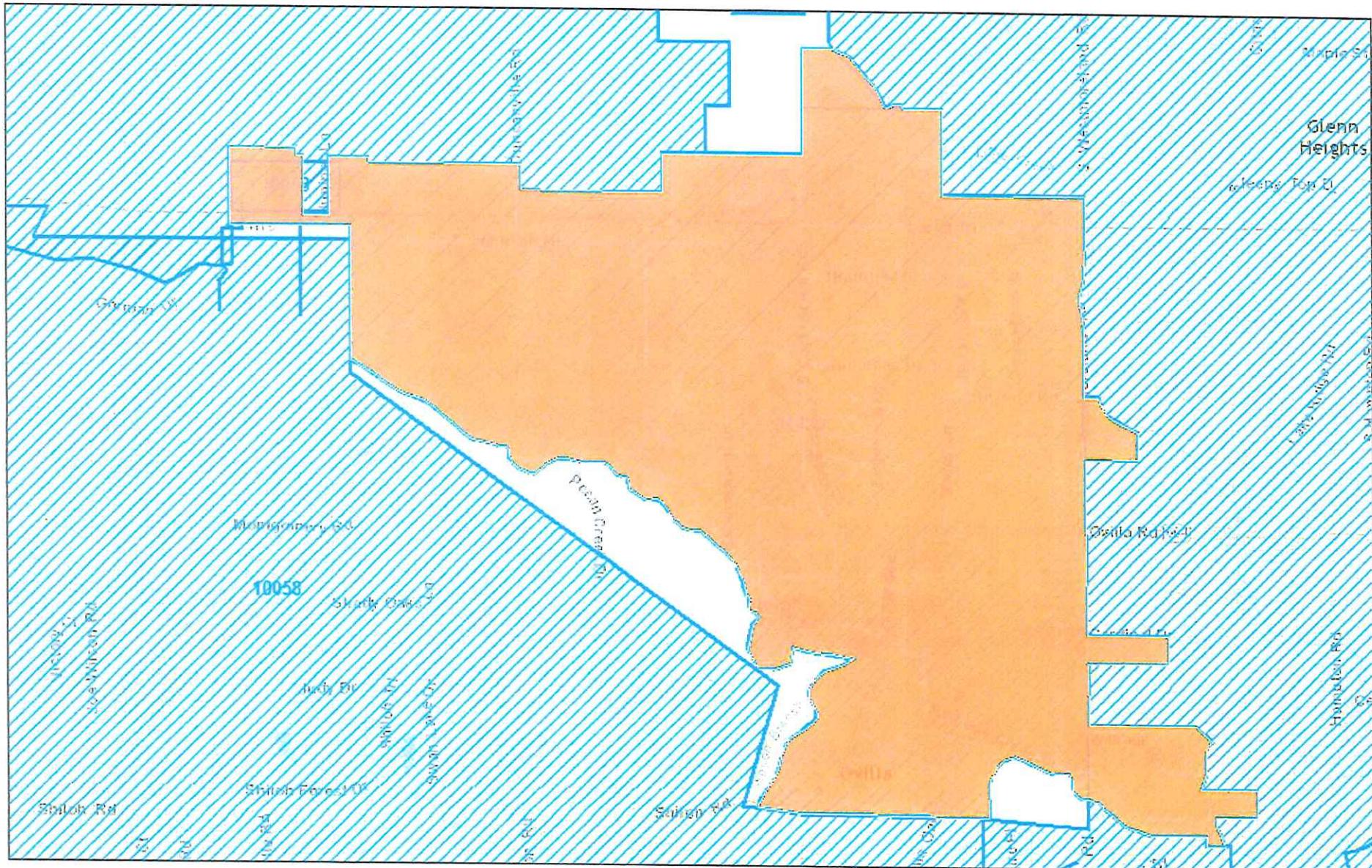
1. The City installs water meters in our area of Certificate of Convenience and Necessity (CCN), not developers nor home builders.
2. The home builder pays \$475.00 for a 3/4" meter and \$575.00 for a 1" meter (ref. Tap Fees: Section A7.004 Code of Ordinances).
3. The home builder pays \$2,100.00 for a 3/4" meter and \$3,570.00 for a 1" meter (ref. Impact Fees: Section A7.009 Code of Ordinances).
4. The existing City water meters are radio read compatible.
5. To convert our existing meters to "direct send" meters (no more manual reading) would require approximately: \$ 300.00 per meter x 1,263 meters = \$ 378,900.00. This includes (1) new meters, (2) new computer software, (3) new computer hardware, (4) training and (5) staff time to exchange meters.
6. Currently the City spends approximately \$12,000.00 per year to manually read the water meters.

Recommendation / Staff Comments:

Sample Motion(s):

I move to...

City of Ovilla Water CCN



November 13, 2015

Water CCN Facility Lines

 Water CCN Service Areas

Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand),

AGENDA ITEM REPORT Item 8

Meeting Date: February 13, 2017

Discussion Action

Submitted By: Dennis Burn, CM

Reviewed By: City Manager City Secretary City Attorney
 Accountant Other: _____

Department: Administration

Budgeted Expense: YES NO N/A

Amount: \$3500

Attachments:

1. Resolution R2017-05
2. Agreement Letter with Terms and Conditions for Lee Engineering LLC to perform a Proportionality Study Proposal for Hidden Valley Residential Development

Agenda Item / Topic:

ITEM 8. *DISCUSSION/ACTION* – Consideration of and Action on Resolution R2017-05 of the City of Ovilla, Texas, for and on behalf of the City of Ovilla, Texas an Agreement Letter, by and between the City of Ovilla and Lee Engineering, LLC for the preparation of a Rough Proportionality Study for Hidden Valley Residential Development, authorizing the Mayor to execute said document.

Discussion / Justification:

Alluvium Development Inc. is no longer pursuing the development of Hidden Valley Estates. The City Council at their August 8, 2016 meeting approved the preliminary plat and approved various variances. The City Council at their October 11, 2016 meeting denied a variance request for the first floor/second floor minimum square footage requirements.

A new/different developer is interested in purchasing the 117.758-acre property. Prior to the purchase, the new potential developer wants to know the proportionality cost of the development.

Should the City Council approve this agreement: (1) the developer will pay the City the \$3,500.00 cost to prepare the study, (2) the City will forward to Lee Engineering this contract plus the approved preliminary plat and the traffic plan prepared by Alluvium, (3) Lee Engineering will prepare and forward the proportionality study to the City, (4) the City will in turn forward the study to the developer, and (5) the City will pay Lee Engineering.

As stated in the proposal, the study should take five days to complete. The City Engineer will be involved with Lee Engineering in the preparation of the study.

Recommendation / Staff Comments:

Staff recommends that the City Council approve this Agreement Letter and authorize the Mayor to sign.

Sample Motion(s):

I move to approve/deny Resolution R2017-05 of the City of Ovilla, Texas, for and on behalf of the City of Ovilla, Texas an Agreement Letter, by and between the City of Ovilla and Lee Engineering, LLC for the preparation of a Rough Proportionality Study for Hidden Valley Residential Development, authorizing the Mayor to execute said document.

RESOLUTION NO. R2017-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS AUTHORIZING THE MAYOR TO EXECUTE, FOR AND ON BEHALF OF THE CITY OF OVILLA, TEXAS AN AGREEMENT, BY AND BETWEEN THE CITY OF OVILLA, TEXAS AND LEE ENGINEERING, L.L.C., FOR A HIDDEN VALLEY RESIDENTIAL DEVELOPMENT ROUGH PROPORTIONALITY STUDY, IN THE AMOUNT OF \$ 3,500.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OVILLA:

Section 1.

The City Council of the City of Ovilla hereby authorizes the Mayor to execute an Agreement by and between the City of Ovilla, Texas and Lee Engineering LLC, for a Hidden Valley Development Rough Proportionality Study, in the amount of \$ 3,500, to be completed within 5-days, to commence on February 14, 2017.

Section 2.

A copy of the said Proposal Letter with Terms and Conditions to perform the Proportionality Study for Hidden Valley Residential Development-Ovilla, TX is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this 13 day of February 2017.

APPROVED: _____

Richard Dormier, MAYOR

ATTEST: _____

Pamela Woodall, CITY SECRETARY



ARIZONA
TEXAS
NEW MEXICO
OKLAHOMA

January 6, 2017

Mr. Dennis Burn, P.E.
City Manager, City of Ovilla
105 Cockrell Hill
Ovilla, Texas 75154

Re: Proportionality Study for Hidden Valley Residential Development – Ovilla, TX

Dear Mr. Burn:

Lee Engineering (LEE) is pleased to submit this proposal to perform traffic engineering services for the City of Ovilla. If accepted, this letter will serve as an agreement to perform the services outlined. Based on our understanding of the project, the scope of services includes a Proportionality Study for the Hidden Valley residential development in Ovilla, Texas.

SCOPE OF SERVICES

We will follow the scope of services outlined below in conducting this project:

- Based on the site plan provided, LEE will determine the number of trips that will be generated by the Hidden Valley residential development during the AM and PM peak hours and on a daily basis using the latest edition of ITE's *Trip Generation Manual*.
- Utilizing the percent distribution established in the March 2006 study, LEE will assign site generated traffic to the each roadway link in the City at the build-out of the proposed development.
- LEE will review the City of Ovilla's latest Comprehensive Land Use Plan to determine roadway classifications including the projected daily capacity values for each roadway type.
- LEE will determine the percentage of site generated traffic relative to the projected daily capacity.
- Based on a base cost per lane mile of capacity provided by the City, LEE will calculate the proportional cost of the capacity projected to be used by the proposed development.
- LEE will summarize the above information in a technical memo.

Schedule and Fee

Our fee for this study will be \$3,500 and will be billed as a lump sum. Any additional services will be performed on an hourly basis according to our standard hourly rates (attached). We will begin work immediately based upon your verbal consent. We will provide the completed study within (5) days. If this agreement meets with your approval, please sign below and return a copy of this letter to me as a notice to proceed. If you have any questions regarding this proposal, please contact me at 972-248-3006.

Sincerely,

A handwritten signature in black ink that reads "Joshua D. Smith".

Josh Smith, P.E., PTOE
Project Manager
Lee Engineering, LLC

Accepted:

City of Ovilla

Date

J.T.A.

Lee Engineering
Terms and Conditions
October 23, 2014

Additional services as authorized by you will be performed at the following rates:

Principal	\$230.00/per hour
Senior Project Manager	\$195.00/per hour
Project Manager	\$155.00/per hour
Senior Program Manager	\$195.00/per hour
Program Manager	\$155.00/per hour
Senior Engineer	\$145.00/per hour
Project Engineer	\$130.00/per hour
Sr. Engineering Designer	\$115.00/per hour
Engineering Designer	\$95.00/per hour
Senior ITS System Designer	\$165.00/per hour
ITS System Designer	\$135.00/per hour
Senior Technician	\$100.00/per hour
Technician	\$70.00/per hour
Admin Assistant/Accountant	\$75.00/per hour
Secretarial	\$50.00/per hour
Intern	\$45.00/per hour
Highway travel	IRS Allowable Rate
Meals, lodging, air fares	out-of-pocket costs
Other Direct Expenses	at cost

TERMS AND CONDITIONS:

1. Invoices will be submitted monthly.
2. Invoices are due and payable when received.
3. ~~Interest at the rate of 1.5% per month will be applied to invoices not paid within 30 days of initial billing date.~~ *JTA*
4. We reserve the right to cease work on delinquent accounts.
5. ~~Contracting party is responsible for paying all fees and expenses associated with all activities related to an engagement. Credit will be given for payments received directly from clients of the contracting party or from others.~~ *JTA*
6. ~~The retainer fee will be credited against fee with the final invoice.~~ *JTA*
7. ~~In addition to invoices rendered and interest thereon, contracting party agrees to pay any and all legal fees and costs incurred in collecting overdue accounts.~~ *JTA*
8. Rates are subject to change annually. Work performed in subsequent years will be charged at the adjusted rates.
9. Draft reports are for review purposes only and are not to be released to any entity that is not party to this agreement.
10. Extra copies of reports will be billed at \$10.00 per copy.
11. ~~All contracts shall be subject to the laws of the State of Arizona.~~ *JTA*

AGENDA ITEM REPORT

Item: 9

Meeting Date: February 13, 2017

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Dennis Burn

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney
 Accountant Other: _____

Attachments:

1. Resolution R2014-027 – creating MSAC, responsibilities of the board.
2. MSAC member list

Agenda Item / Topic:

ITEM 9. **DISCUSSION/ACTION** – Consideration of and Action on the status of the Municipal Services Advisory Committee (MSAC) and the need for additional members.

Discussion / Justification:

The MSAC consists of a five-member board; three residents and two ex-officio members being the City Manager and the Public Works Director. Staff has had notice seeking board applications posted for quite some time. There are no applications pending.

Ovilla residents encouraged to participate in municipal government by serving -

The City of Ovilla appreciates and welcomes the interest of its residents to serve on volunteer boards. The City Council appoints members to boards and commissions each year. Most of the positions have two-year terms.

The Municipal Service Advisory Committee (MSAC).

This Committee was established July 28, 2014. The Committee is comprised of three resident members, appointed by Council, and two ex-officio members, being the Public Works Director and the City Manager, that serve to assess current and future development and capital improvement budget recommendations. This Committee works strictly as an advisory committee to the Council. The Committee recommends to the Council a Capital Improvements Plan each year. **Board Meetings:** The MSAC meets the first Tuesday of the month, quarterly or as needed at 5:00 p.m.

To indicate your interest in serving on a board or commission, please complete an application and mail or bring to the Municipal office, 105 S. Cockrell Hill Road, Ovilla, TX 75154, to the attention of the city secretary. Please call the office of the City Secretary at 972-617-7262 to acquire additional information.

Recommendation / Staff Comments:

Staff seeks Council direction.

Sample Motion(s):

I move to...

**A RESOLUTION OF THE CITY OF OVILLA, TEXAS, ESTABLISHING
THE OVILLA MUNICIPAL SERVICES ADVISORY COMMITTEE;
PROVIDING FOR THE REPEAL OF INCONSISTENT RESOLUTIONS;
AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City Council of the City of Ovilla, Texas, supports the long term goal of having a well-planned and maintained community creating an environment to encourage citizens to live, work and play in the City of Ovilla; and

WHEREAS, the City Council recognizes that such a long term goal requires the implementation of a Capital Improvement Plan based on frequent and regular review and analysis of several items and factors including, but not necessarily limited to, current and future development issues, current and future city services, current and future water needs, and major capital improvements to street, water and sewer infrastructure; and

WHEREAS, in order to address important quality of life issues and to achieve the long term goal of the Strategic Guide of the City of Ovilla, as recited herein, the City Council finds and determines that it is in the best interest of the citizens of the City of Ovilla to establish the Ovilla Municipal Services Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS:

**SECTION 1. ESTABLISHMENT OF THE OVILLA MUNICIPAL SERVICES
ADVISORY COMMITTEE**

The Ovilla Municipal Services Advisory Committee (herein the "Committee") should be, and hereby is, established and appointed in accordance with the following:

1. The Committee shall be comprised of a board of three (3) regular members, who shall be residents of the City of Ovilla and appointed by the City Council, and two (2) ex-officio members consisting to the City Administrator and the Director of Public Works;
2. The term for regular members of the Committee shall be two (2) years;
3. The Committee shall serve strictly in an advisory capacity to the City Council and shall recommend a Capital Improvements Plan for the Strategic Guide to the City Council based upon the following additional duties and obligations of the Committee:
 - a. Identify challenges and potential shortfalls with additional development and the current revenue rate;
 - b. Assess current and potential future water needs and supply problems;
 - c. Assess current and potential future city service needs;
 - d. Develop a strategy on how to increase water pressure;
 - e. Establish a fund for major street, water, sewer and equipment capital improvements; and
 - f. Such other duties as may be directed by City Council.
4. The Committee shall meet as often as necessary to achieve its duties and as often as directed by City Council;

RESOLUTION NO. 2014-027

5. The Committee shall hold its meetings in City facilities whenever possible; and
6. The Committee shall comply with the requirements of the Texas Open Meetings Act and the Texas Public Information Act.

SECTION 2. REPEAL OF INCONSISTENT RESOLUTIONS

All other Resolutions of the City Council of the City of Ovilla, Texas, that are inconsistent with the provisions of this Resolution are hereby repealed.

SECTION 3. EFFECTIVE DATE

This Resolution shall become effective immediately upon its passage, approval and adoption by the City Council of the City of Ovilla, Texas.

PASSED, APPROVED and ADOPTED by the City Council of the City of Ovilla, Texas, this 28 day of July, 2014.





Richard Dormier, Mayor

ATTEST:



Pam Woodall, City Secretary

MSAC Information Sheet

Personal- Do not Give Out!



*105 South Cockrell Hill Road
Ovilla, Texas 75154
Ph: (972) 617-7262 Fax: (972) 515-3221*

MEMBERS:

MYERS, JOSEPH M.

115 Hummingbird Ln.

Ovilla, TX 75154

Hm: 214.734.3504

Wk: Retired

Cell: N/A

E-Mail: XXXXXXXXXXXXXX

BETIK, BOB

601 Buckboard

Ovilla, TX 75154

Hm: 972.217.3999

Wk: Retired

Cell: [9725150000](tel:9725150000)

E-Mail: XXXXXXXXXXXXXX

VACANT

Ovilla, TX 75154

Hm:

Wk:

Cell:

E-Mail:

Last update 07.2016

City Contacts:

Brad Piland - Public Works Director

Pam Woodall - City Secretary

AGENDA ITEM REPORT Item 10

Meeting Date: February 13, 2017

Discussion Action

Submitted By: Dennis Burn, CM

Reviewed By: City Manager City Secretary City Attorney

Accountant

Department: Public Works

Budgeted Expense: YES NO N/A

Amount: N/A

Other: PW Director B. Piland

Attachments:

1. None

Agenda Item / Topic:

ITEM 10. **DISCUSSION/ACTION** – Consideration of and Action on establishing and setting the annual Clean-Up date for the City of Ovilla.

Discussion / Justification:

Earth Day this year is Saturday, April 22 which would be the preferred day for our annual clean-up day. However, the recycling company that we utilize is not available that day.

Two other potential dates are Saturday, April 15 and Saturday, April 29 that the recycling company is available. Saturday, April 29 is the National DEA Drug Take Back Day. Our Police Department will be accepting unwanted drugs from 10:00 AM to 2:00 PM on that day. Staff prefers that our clean-up day and drug take back day occur at the same time as a convenience to our residents.

Recommendation / Staff Comments:

Staff recommends that the annual Ovilla Clean-Up Day be on Saturday, April 29, 2017.

Sample Motion(s):

I move that Council set April _____, 2017 as the annual clean-up date for the City of Ovilla.

AGENDA ITEM REPORT

Item: 11

Meeting Date: February 13, 2017

Department: Council

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Mayor Dormier

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other: _____

Attachments:

1. Council Rules of Procedure and Code of Ethics

Agenda Item / Topic:

ITEM 11. *DISCUSSION* – Discussion and review of City Code of Ethics and Procedures on Hearing Ethics Complaints.

Discussion / Justification:

Mayor Dormier requested this item for discussion as a refresher course.

Recommendation / Staff Comments:

Sample Motion(s):

Discussion only.

RESOLUTION 2010.013

A RESOLUTION ADOPTING A POLICY ON GOVERNANCE PROCESS AND RULES OF PROCEDURE FOR THE CITY OF OVILLA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ovilla, Texas is a Type A general-law municipality located in Ellis and Dallas Counties, created in accordance with the provisions of Chapter 6 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City Council has determined that it is advisable to adopt a Policy on Governance Process and Rules of Procedure for the City of Ovilla and its elected officials, appointed officials, and staff;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS:

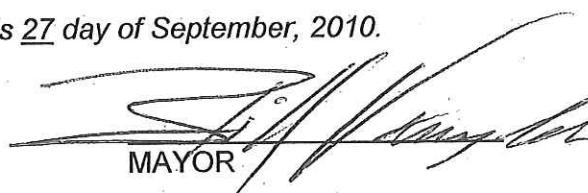
SECTION 1.

That the City Council hereby approves and adopts the "Policy on Governance Process and Rules of Procedure" which is attached hereto, marked Exhibit "A" and made a part hereof by reference.

SECTION 2.

That this Resolution shall take effect immediately and it is so resolved.

PASSED AND APPROVED on this 27 day of September, 2010.


MAYOR

ATTEST:



CITY SECRETARY

Policy on Governance Process and Rules of Procedure

For Members of Ovilla City Council, Boards and Commissions

Adopted by the Ovilla City Council

MODEL OF EXCELLENCE

Ovilla City Council, Boards and Commissions

MEMBER STATEMENT

As a Member of the Ovilla City Council, Mayor, Board or Commission, I do hereby agree to uphold and abide by the Code of Ethics for elected and appointed officials, adopted by the City and conduct myself by the following model of excellence.

I will:

Recognize the worth of individual Members and appreciate their individual talents, perspectives and contributions;

Help create an atmosphere of respect and civility where individual Members, City staff and the public are free to express their ideas and work to their full potential;

Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;

Respect the dignity and privacy of individuals and organizations;

Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;

Avoid and discourage conduct which is divisive or harmful to the best interest of Ovilla; and

Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the City of Ovilla Code of Ethics.

Name: _____ *(print)*

Signature: _____ *Date:* _____

Office Held: _____

Rules of Procedure for the Mayor and City Council of Ovilla

Authority, applicability:

- (a)** Pursuant to the provisions of the constitution and laws of the state, the Mayor and City Council hereby enacts these rules of procedure for all meetings of the City Council.
- (b)** During any meeting, a reasonable opportunity shall be given for citizens to be heard under these rules. The rules of procedure are enacted as guidelines to be followed by all persons in the Council Chamber. The citizen participation portion of the rules will be posted in the Council Chamber Room for review by the public.

General Rules:

- (a) Meetings to be public.** All official meetings of the Mayor and City Council, except executive meetings or sessions permitted by the Texas Open Meetings Law, and all sessions of a committee of the Council shall be open to the public.
- (b) Quorum.** The required quorum for City Council meetings shall be determined in accordance with State law.
- (c) Attendance of the Mayor and Council Members.** Pursuant to Section 22.041(b) of the Texas Local Government Code, no Member shall be excused from attendance at a City Council meeting except on account of his/her own sickness or that of his/her family. The Mayor and any Member of the City Council absent for three (3) regular consecutive meetings of the City Council, unless prevented by sickness, without first obtaining a leave of absence at a regular meeting, shall be deemed to have vacated his/her office.
- (d) Misconduct.** The Mayor and City Council may punish its own Members for disorderly conduct in accordance with State law.
- (e) Minutes of meetings.** An account of all proceedings of the City Council shall be kept by the City Secretary and shall be entered in a book constituting the official records of the City Council.
- (f) Questions to contain one subject.** All questions submitted for a vote shall contain only one (1) subject. If two (2) or more points are involved, any Member may require a division, if the questions reasonably admit a division.

(g) Right of floor. The Mayor and any Member desiring to speak shall confine his/her remarks to the subject under consideration or to be considered. No Member shall be allowed to speak more than once on any one subject until every Member wishing to speak shall have spoken.

(h) Duties of City Attorney. The attorney for the city, or the acting attorney for the city, shall be available upon request for all meetings of the City Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of law.

(i) Duties of City Secretary. The city secretary, or acting city secretary, shall attend all meetings of the city council unless excused, and shall keep the official minutes and perform such other duties as are required by statute and as may be requested by the Mayor and City Council. The city secretary reports to the Mayor and Council directly.

(j) Duties of City officers and employees. Any officer or employee of the city, when requested by the Mayor, shall attend any meeting of the City Council. If requested to do so by the Mayor, they shall present information relating to matters before the City Council.

(k) Rules or order. These rules govern the proceedings of the Mayor and Ovilla City Council in all cases, except that, where these rules are silent, the most recent edition of the Texas Municipal League Handbook for General Law Cities as they pertain to a Type-A General Law City shall govern.

(l) Suspension of rules. Any provision of these rules not governed by the United States and Texas Constitutions and laws of the State of Texas may be temporarily suspended by the affirmative vote of two-third (2/3) of the City Council Members present. The vote on any such suspension shall be taken by ayes and nays and entered in the minutes of the City Council.

(m) Amendment of rules. These rules may be amended, or new rules adopted, by the affirmative vote of two-thirds (2/3) of the City Council Members present, provided that the proposed amendments or new rules shall have been introduced before the City Council at a prior City Council meeting.

Conduct and Decorum

(a) Council Members.

(1) During City Council meetings, the Mayor and City Council Members shall preserve order and decorum and shall neither by conversation or by otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Mayor (or chairman) or the rules of the City Council.

(2) A councilperson, once recognized, shall not be interrupted while speaking

unless called to order by the mayor (or chairman), unless a point of order is raised by another Member or unless the speaker chooses to yield to questions from another Member. If a councilperson is called to order while her/she is speaking, he/she shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled not to be in order, her/she shall remain silent or shall alter his/her remarks so as to comply with rules of the City Council. Point of order - a question as to whether the current procedures are allowed by parliamentary procedure. Must assert a rule of procedure is being violated.

(b) Administrative staff.

- (1)** Members of the administrative staff and employees of the city shall observe the same rules of procedure and decorum applicable to the Mayor and Members of the City Council and shall have no voice unless and until recognized by the chair.
- (2)** The presiding officer shall have the authority to preserve decorum in meetings so far as Members, citizens and City employees are concerned and shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by city employees in City Council meetings.
- (3)** All remarks and questions addressed to the Mayor and City Council shall be addressed to the City Council as a whole and not to any individual Member thereof.
- (4)** No staff Member, other than a staff Member having the floor, shall enter into any discussion either directly or indirectly without permission of the presiding officer.

(c) Citizens.

- (1)** Citizens are welcome and invited to attend all meetings of the City Council and shall be admitted to the council chamber in compliance with fire safety capacity of the room.
- (2)** All Citizens shall refrain from private conversations in the chamber while the City Council is in session.
- (3)** Citizens attending City Council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to the administrative

staff. Any person making personal, impertinent, or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and such person shall be barred from further audience before the City Council during that session of the City Council.

(4) Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the presiding officer, who shall direct the sergeant-at-arms to remove such offenders from the room. In case the presiding officer shall fail to act, any other Member of the City Council may move to require him or her to enforce the rules, and the affirmative vote of three (3) Members of the City Council shall require the presiding officer to act.

(5) No placards, banners or signs of any kind shall be permitted in the council chamber except exhibits, displays and visual aids used in connection with presentations to the City Council, provided that such exhibits, displays and visual aids do not disrupt the meeting.

(6) Enforcement. The chief of police and/or designee of the police department shall act as sergeant-at-arms for the City Council, and shall furnish whatever assistance is needed to enforce the rules of decorum herein established.

Meetings generally; types of meetings

(a) **Regular meetings.** The City Council shall meet on the second and fourth Monday of each month or any other times set by the City Council, unless postponed or cancelled for valid reasons. All regular meetings of the City Council shall be held at the City Hall at 105 S. Cockrell Hill Road, Ovilla, Texas.

(b) **Special, Workshop and Emergency meetings.** Special, workshop and emergency meetings may be called as provided by State law.

(c) **Public hearings.**

(1) All meetings shall be held in full compliance with the provisions of state law and ordinances of the city. Any party in interest may appear in their own behalf or be represented by counsel or agent.

(2) The City Secretary shall set public hearing date(s) for the Mayor and City

Council when required by State law and /or as requested, be responsible for timely advertising in the official newspaper, and notify interested parties according to requirements of the City Council.

(d) Conducting public hearings.

(1) The Mayor shall call each agenda item in such order as to be in accord with the hearing time specified in the notice of public hearing.

(2) The mayor shall open the Public Hearing and call the time.

(3) The Mayor shall next call on the staff for a factual summary and presentation relative to the proposal and shall afford the staff an opportunity to call to the attention of the City Council any additional pertinent communications.

(4) The mayor shall then recognize individual persons present who wish to speak in support of any proposal or agenda item.

(5) Then recognize individual persons in the audience who wish to voice opposition to any proposal or agenda item.

(6) The applicant or their representative may give a brief rebuttal statement. Whenever necessary, the Mayor shall direct that all remarks shall be germane to the proposal or agenda item. The City Council may direct questions to any speaker in order to clarify statements and facts presented.

(7) The mayor shall then declare the public hearing closed as to that proposal and give time of closing.

(e) Motions.

(1) A motion shall be made by any Member, other than the presiding officer.

(2) Except as provided by State law, a motion to approve any matter before the City Council or to recommend approval of any request requiring City Council action shall require a majority of favorable votes of the Members present. When fewer than all Members are present for the voting and when all motions to recommend on a give application fail to carry by two (2) votes, consideration of the application shall be continued to the next regular meeting upon motion carried by a majority of those present. No request or application shall be continued under this rule beyond the next regular meeting. Failure of the City Council to secure a majority of concurring votes to approve or recommend approval at said next regular meeting shall be recorded in the minutes as a denial

of the proposal under the rule.

(f) Disqualification from voting.

(1) Previous to the hearing, a Member shall file the required affidavit and disqualify themselves from voting whenever her/she finds that he/she or his/her family have a substantial interest in the proposal under discussion, or if the Member finds he/she or his/her family shall be directly affected by the decision of the City Council, in accordance with State law. Affidavits required may be obtained from the city secretary.

(2) The Mayor or a Member shall disqualify themselves from voting whenever any applicant, or his/her agent, has sought to illegally influence the vote of the Member concerning his/her application.

(g) Executive meetings. The Mayor and City Council may meet in an executive meeting or sessions as permitted by the Texas Open Meetings Act. The City Secretary or City Manager shall attend the executive meetings upon request of the Mayor or City Council.

(h) Recessed meetings. Any meeting of the Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular meeting.

(i) Notice of meetings. The agenda for all meetings shall be posted by the City Secretary on the bulletin board outside city hall, and notice of all meetings shall be given by the City Secretary pursuant to the requirements of the Texas Open Meetings Act.

Duties of chairman and other officials.

(a) Chairman. The Mayor, or in his/her absence the Mayor Pro-Tem, shall preside as chairman at all meetings of the City Council. In the absence of both the Mayor and Mayor Pro-Tem, the City Council shall elect a temporary chairman.

(b) Budget officer. The City Accountant under the direction of the City Manager shall serve as budget officer for the city and have the responsibility to prepare the annual budget for review and approval by the City Council.

(c) Call to order. The meetings of the City Council shall be called to order by the Mayor or in his/her absence by the Mayor Pro-Tem. In the absence of both the Mayor and the Mayor Pro-Tem, the meeting shall be called to order by the City Secretary, and a temporary chairman shall be elected as provided in subsection (a).

(d) Preservation of order. The chairman shall preserve order and decorum and confine

Members in debate to the question under discussion. The chairman shall call upon the sergeant-at-arms as necessary to enforce compliance with the rules contained herein.

(e) Determination of points of order. The Mayor/chairman shall determine all points of order, subject to the right of any councilperson to appeal to the City Council. If an appeal is taken, the question shall be "Shall the decision of the chairman be sustained?" If a majority of the Members present vote "No", the ruling of the chair is overruled; otherwise, it is sustained. Point of order - Mayor decides if appealed - point of order goes to Council for majority vote.

(f) Questions to be stated; announcement of results. The chairman shall state all questions submitted for a vote and announce the results. A roll call vote shall be taken upon the request of any Member, and upon the passage of all ordinances and resolutions.

(g) Substitute for chairman. The chairman may call any other Member to take his/her place in the chair, and such substitution shall not continue beyond adjournment.

(h) Call for recess. The chairman may call for a recess of up to fifteen (15) minutes at regular intervals of approximately up to one hour at appropriate points in the meeting agenda, or if requested by any two (2) Members.

Order of business; presentation to Council

(a) Agenda. The order of business of each meeting shall be as contained in the agenda prepared by the Mayor. The agenda shall be a listing by topic or subjects to be discussed and considered by the City Council. Conduct of business at special meetings shall be likewise governed by an agenda and rules of procedure contained herein.

(b) Presentations by the Mayor and Members of Council. The agenda shall provide a time when the Mayor or any Councilperson shall bring before the City Council any business that he/she feels should be deliberated upon by the City Council. The Mayor and Council may request future agenda items for consideration.

(c) Open forum. An opportunity shall be provided for any person in attendance to address the council regarding any item not on the agenda. These matters need not be specifically listed on the agenda, but discussion and formal action on such matters shall be deferred until a subsequent City Council meeting.

(d) Time limit. Speakers before the City Council shall limit their remarks to three (3) minutes or less, except as provided by the Chairman.

(e) Oral presentations by City Secretary. Matters requiring the Mayor's or City Council's attention or action, which may have developed since the deadline for delivery of the written

communication to the Mayor or Council, may be presented orally by the City Secretary. If formal City Council action on a subject is required, such action may be taken provided the provisions of the Texas Open Meetings Law have been satisfied.

Ordinances, Resolutions and Motions

- (a) Form of ordinances and resolutions.** All ordinances and resolutions shall be presented to the City Council in printed or typewritten form. The City Council may, by proper motion, amend any ordinance or resolution presented to it as long as it is clear in the motion what amendments/changes are being made and it is understood by all that the final product will contain those amendment/changes.
- (b) Distribution of ordinances and resolutions.** The City Secretary shall prepare copies of all proposed ordinances and resolutions for distribution to all Members of the City Council at the meeting at which the ordinance or resolution is to be introduced, or at such earlier time as is expedient.
- (c) Recording of votes.** The ayes and nays shall be taken upon the passage of all ordinances and resolutions and the vote of each Member shall be recorded in the minutes.
- (d) Majority vote required.** An affirmative vote of three (3) Members is necessary to repeal any ordinance or take any official action in the name of the city except as otherwise provided by the laws of the state.
- (e) Addressing council on question of personal privilege.** The right of a Member to address the City Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motive as assailed, questioned or impugned.
- (f) Dissents and protests.** Any Member shall have the right to express dissent from or protest against any ordinance or resolution of the City Council and have the reason therefore entered upon the minutes. Such dissent to protest shall be filed in writing and presented to the City Council no later than the next regular meeting following the date of passage of the ordinance or resolution objected to.
- (g) Voting required; excuse from voting.** No Member shall be excused from voting except for lack of information and except on matters involving the consideration of her/her own official conduct, or where his/her personal interest are involved, and in these instances her/she shall abstain. Any Member prohibited from voting by State law shall file an affidavit with the City Secretary and announce at the commencement of consideration of the matter and shall remove themselves from the Council Chamber Room until deliberations are concluded on that matter. The Member having briefly stated the reason for his/her request, the excuse from voting shall be made without debate.

(h) Order of precedence of motions.

(1) The following motions shall have priority in the order indicated:

- (A) Adjourn (when unqualified), and is not debatable and may not be amended;**
- (B) Take a recess (when privileged);**
- (C) Raise a question of privilege - An urgent motion which seeks an immediate ruling on an alleged violation of rights or privileges of Members;**
- (D) Lay on the table - to postpone and defer final disposition;**
- (E) Previous question (2/3 vote of those present required);**
- (F) Limit or extend limits or debate (2/3 vote of those present required);**
- (G) Postpone to a certain time;**
- (H) Commit or refer;**
- (I) Amend;**
- (J) Postpone indefinitely;**
- (K) Main motion.**

(2) The first two (2) motions are not always privileged. To adjourn shall lose its privileged character and be the main motion if in any way qualified. To take a recess shall be privileged only when other business is pending.

(3) A motion to adjourn is not in order:

- (A) When repeated without intervening business or discussion;**
- (B) When made as an interruption of a Member while speaking;**
- (C) While a vote is being taken.**

(I) Motion to reconsider action. A motion to reconsider any action of the City Council can be made not later than the next succeeding official meeting of the City Council. Such a motion

can only be made by a Member who voted with the majority. It can be seconded by any Member. No question shall be twice reconsidered, except by unanimous consent of the City Council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

(j) Moving the previous question. When the previous question is recognized, moved and seconded, it shall be put with the phrase "Call for the question", or simply saying "question". There shall then be no further amendment or debate, but pending amendments shall be put in their order before the main question. If the motion for the previous question is lost, the main question remains before the council. An affirmative vote of three-fifths (3/5) of the City Council shall be required to move the previous question. To demand the previous question is equivalent in effect to moving "that debate now cease, and the City Council immediately proceed to vote on the pending motion.

(k) Withdrawal of motions. A motion may be withdrawn or modified by its mover without asking permission until the motion has been stated by the chairman. If the mover modifies his/her motion, the seconder may withdraw his/her second. After the question has been stated, the mover shall neither withdraw it nor modify it without the consent of the City Council.

(l) Amendments. When a motion is on the floor and an amendment is offered, the amendment should be acted upon prior to acting on the main motion. No motion of a subject different from that under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amended amendment prior to any other action to further amend the original motion.

(m) Approval of appropriations. Before formal approval by the City Council of motions providing for appropriation of money, information must be presented to the City Council showing the purpose of the appropriation. In addition, before finally acting on such an appropriation, the City Council shall obtain a report from the city accountant as to the availability of funds and his/her recommendations as to the desirability of the appropriation.

(n) Transfer of appropriations. At the request of the City Accountant and the City Manager.

Committees, Boards and Commissions

(a) Council committees. The City Council may, as needed, authorize the appointment of ad hoc council committees. Any committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the City Council.

(b) Citizen boards, commissions and committees. The Mayor and City Council may create

other committees, boards, and commissions to assist in the conduct of the operation of the city government with such duties as the Mayor and City Council may specify not inconsistent with the laws of the state. Any committees, boards, or commissions so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority of the vote of the City Council. No committee so appointed shall have powers other than advisory to the Mayor and City Council, except as otherwise specified by the laws of the State of Texas or the City of Ovilla Code of Ordinances.

(1) Initial appointments to any board, commission, and committee shall be determined in one-year or two-year terms for said established board, commissions or committee. Terms shall commence on the first day of July of each year and end on June 30th of each year.

(2) Vacancies created or occurring shall be filled by the Mayor and City Council for the unexpired term of the board, commission or committee Member.

(3) Each board, commission, or committee shall establish rules of procedures for operation and submit said procedures to the Mayor and City Council for final approval.

(4) Each board, commission, or committee shall prepare and submit a proposed budget (if applicable) each year to the Mayor and City Council for their consideration.

(5) The chairperson of each board, commission, or committee shall report to the Mayor and City Council upon request and prepare and present an annual report.

(6) The policy of the Mayor and City Council is that members of the various city boards, commissions, and committees be removed from office for lack of attendance at the various meetings of the boards, commissions, and committees. Members may be removed on the following basis:

(A) **Regular meetings.** Members may be removed from office for three (3) consecutive unexcused absences during the course of one year and/or lack of attendance at twenty-five percent (25%) of the number of regular meetings in the year.

(B) **Special called meetings.** Members may be removed from office for lack of attendance at fifty percent (50%) of the number of special called meetings in on year.

(C) An unexcused absence is defined as an absence for which

no advance notification is given and/or as determined by the affected board, commission, or committee.

(D) Members may be removed from office for lack of completing mandatory course completion as required by the State of Texas Office of the Attorney General or other state statute.

(E) Members are required to return all City issued materials; code books, maps, and/or keys immediately upon leaving office.

RESOLUTION 2012-010

A RESOLUTION ADOPTING A POLICY ON THE GOVERNANING BODY'S CODE OF ETHICS FOR THE CITY OF OVILLA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ovilla, Texas is a Type A general-law municipality located in Ellis and Dallas Counties, created in accordance with the provisions of Chapter 6 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City Council previously adopted Resolution 2010-013 **GOVERNANCE PROCESS AND RULES OF PROCEDURE** for the City of Ovilla and its elected officials, appointed officials, and staff;

WHEREAS, the City Council determined that it was advisable to repeal certain portions (pages 1-8) and keep certain sections (pages 9-21) of the Rules of Procedure by the adoption of Resolution 2012-006; and

WHEREAS, the City Council has determined to adopt a new Resolution **CITY OF OVILLA CODE OF ETHICS** and incorporate the **amended sections** with the remaining sections of the previous procedures for the City of Ovilla and its elected officials, appointed officials, and staff;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS:

SECTION 1.

That the City Council hereby approves and adopts the "CITY OF OVILLA TEXAS, CODE OF ETHICS" which is attached hereto, marked Exhibit "A" and made a part hereof by reference.

SECTION 2.

That this Resolution shall take effect immediately and it is so resolved.

PASSED AND APPROVED on this 23 day of July 2012.



Tom Leverenz
Tom Leverenz, MAYOR

ATTEST:



Pamela Woodall
Pamela Woodall, CITY SECRETARY

CITY OF OVILLA, TEXAS CODE OF ETHICS

I. PURPOSE

Accepting a position as a public official carries with it the acceptance of trust that the official will work to further the public interest. Maintaining the public trust is critical to the continued operation of good government. In addition, public decision-making should be open and accessible to the public at-large. The City Council of the City of Ovilla believes and declares that in order to preserve the public trust there are five principles to which public officials should adhere: (i) a public official represents and works toward the public interest and not towards private or personal interests, (ii) a public official should accept and maintain the public trust to the degree that preserves and enhances the public's confidence in their public officials, (iii) a public official should exercise leadership in the form that consistently demonstrates behavior that reflects the public's trust, (iv) a public official should recognize the proper role of all government bodies and the relationships between various government bodies, and (v) a public official should always demonstrate respect for others and for other positions.

II. APPLICATION

- A. This Code of Ethics shall apply to the conduct of all Officials, as such term is defined herein, which occurs in whole or in part after the date of adoption hereof. This Code of Ethics applies to Officials only while persons hold their position or office.
- B. This Code of Ethics does not apply to employee or to independent contractors of the City. The standards of conduct for employees are governed by the City of Ovilla's Personnel Policies.
- C. This Code of Ethics applies to members of all the City Council and City boards, committee or commissions as defined in this article.

III. DEFINITIONS

The following words, terms, and phrases, when used in this Section, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning.

Benefit means anything reasonably regarded as pecuniary or economic gain or pecuniary or economic advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

Business Entity means any person, entity, corporation (whether for-profit or nonprofit), general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, holding company, joint-stock company, receivership, or other entity recognized by law, whether or not organized for profit, which has an economic interest, or seeking such, in conducting business with the City. Business entity also includes any business entity that represents a party conducting or seeking to conduct business with the City.

City means the City of Ovilla, Texas.

City Council means the governing body of the City.

Confidential information means any information to which an official has access in such person's official capacity which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

Contract means any agreement with any person or entity, whether express or implied, executed or executory, oral or written.

Corporation means any corporation that has a board of directors appointed in whole or in part by the City Council that is operating under the direct authority of or subject to the direct control of the City Council.

Employee means any person employed by the City, including those individuals on a part-time or internship basis, but does not include independent contractors.

Gift means anything of value offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions, which are regulated by federal, state, and/or local laws or ordinances.

Knowingly means a person acts knowingly, or with knowledge, with respect to the nature of the person's conduct or to circumstances surrounding the conduct when the person is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of the person's conduct whether the person is aware that the conduct is reasonably certain to cause the result.

Official means any member of the City Council and any appointed member of a City board, commission or committee established by ordinance, Charter, state law or otherwise, on a temporary or permanent basis, operating either under the direct or indirect authority of subject to either the direct or indirect control of the City Council. Such term includes but is not limited to the members of the City Planning and Zoning Commission and the Zoning Board of Adjustment. Such term also includes the members of the boards of directors of Corporations, such as the Ovilla Economic Development Corporation.

Relative means any person related to an officer within the second degree by consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the officer.

Special Privileges means a right, advantage or favor of or for a particular person, occasion or purpose not otherwise available to others.

Substantial interest means (i) the ownership of ten percent (10%) or more of the voting stock or shares of a business entity; (ii) the ownership of ten percent (10%) or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten percent (10%) of the person's gross income for the previous year. See TEX. LOCAL Gov'T CODE §171.002(a). It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more. See TEX. LOCAL Gov'T CODE § 171.002(b). Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust. An officer is considered to have a substantial interest under this Code of Ethics if a person related to the officer in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics. See TEX. LOCAL Gov'T CODE § 171.002(c)

IV. STANDARDS OF CONDUCT

No Official, directly or indirectly or by others on his/her behalf or his/her request or suggestion, shall:

- A.** Engage in any private business, transaction or employment, or have any substantial interest therein, which is incompatible or in conflict with the proper and impartial discharge of his/her duties on behalf of the City;
- B.** Represent any private party before the public body on which the official sits or over which the official has appointment or budgetary powers;
- C.** Disclose without authorization, or use to further a personal interest, confidential information acquired in the course of his/her official duties;

- D. Grant or influence the granting of any special consideration, advantage or favor, to any person, group, firm or corporation, beyond that which is the general practice to grant or make available to the public at-large;
- E. With the exception of occasional, non-pecuniary gifts, accept anything of economic value such as money, service, gift, loan gratuity, favor or promise thereof for the purpose and intent of which is to influence any Official in the exercise of his/her official judgment, power or authority;
- F. Make personal use of staff, vehicles, equipment, materials or property of the City except in the course of his/her official duties or as duly authorized by the proper City Official.
- G. Participate in the appointment, vote for appointment or discussion of any appointment of an immediate family member or business associate or use his/her position, directly or indirectly, to effect the employment status of an immediate family member or business associate to any City office or position, paid or unpaid; or
- H. Receive or have any financial interest in any sale to the City of any real estate when such financial interest was received under circumstances, which would lead a reasonable person to expect that the City intended to purchase, condemn or lease said real estate.

V. DISCLOSURE OF SUBSTANTIAL INTEREST

Any Official who has a substantial interest in any matter pending before the City Council or any board, commission, corporation or committee of which the Official is a member, shall before a vote or decision on such matter file an affidavit of disclosure as required by Section 171.004 of the Texas Local Government Code or, if such affidavit is not required, shall publicly disclose in the official records of the board, commission, corporation or committee, and to the City Secretary, the exact nature of the interest. After such disclosure, the Official shall abstain from further consideration of, participation in, and voting on such matter.

VI. ADVISORY OPINIONS

- A. When any Official has a doubt as to the applicability of any provision of this Code of Ethics to a particular situation, or as to the definition of terms used herein, he or she may apply to the City Attorney, by way of the City Manager, for an advisory opinion. The Official shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of the Code of Ethics before such advisory opinion is made.
- B. Until amended or revoked, any advisory opinion shall be binding on the City and the Official.

VII. COMPLAINTS

- A. All complaints or allegations of a violation of this Code of Ethics against an Official shall be made in writing, sworn to before a notary public, and filed of record with the City Secretary. Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this Code of Ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and anonymous complaints shall not be considered. The City Secretary shall provide a copy of the complaint to the affected officer, the City Council, and the City Manager. The City Manager shall immediately refer the complaint to the City Attorney or to any qualified attorney to serve as special counsel, who shall initially review the complaint to determine if the complaint contains sufficient detail and alleges a violation of the Code of Ethics. The affected officer may file a written response to the complaint within seven (7) business days after the complaint is filed with the City Secretary, who shall forward the response, if any, to the City Attorney.
- B. The City Attorney shall submit a written report to the City Council as soon as possible but not later than fifteen (15) business days after the receipt of the complaint, unless an extension is granted by a majority of the non-implicated City Council Members. The City Attorney may contact the complainant, interview witnesses and examine any documents necessary for the report. Such report shall explain in detail all facts, findings, and conclusions in support of the City Attorney's opinion as to whether or not a violation of this Code of Ethics occurred. When the City Attorney receives a vague complaint or one lacking in detail, the City Attorney shall contact the complainant to request a written clarification. If the complainant fails to provide the City Attorney with written clarification within seven (7) business days, or if after written clarification is provided, it is the opinion of the City Attorney that the complaint is insufficient in detail and/or fails to allege a *prima facie* violation of the Code of Ethics, a written report to that effect shall be submitted to the City Council.
- C. If the City Attorney finds merit to the reported ethics violation and the measure does not call for prosecution through civil or criminal court, the City Council may use an Ethics Commission to provide a recommendation on the question if and what level of discipline should be applied to the offending Official.
- D. The City of Ovilla Ethics Commission shall consist of five (5) members, all of whom shall serve without compensation and shall be public officials from neighboring cities. The City Manager shall have primary responsibility for contacting and securing the neighboring public officials for service on the Ethics Commission. The

five-member Ethics Commission shall be chosen by the City Manager in a manner that ensures fair and unbiased representation public officials who have no connection with the person under investigation nor with the facts of the allegations and complaint. The City Attorney shall furnish the Ethics Commission whatever legal assistance necessary in carrying out its functions. The Ethics Commission shall select one of its members as a chairperson.

- E. The Ethics Commission will conduct a public hearing, after 10 -days written notice thereof, on all matters raised in the complaint filed with the City Secretary and investigated by the City Attorney or special counsel. Within 10 days following the conclusion of the hearing, the Ethics Commission will report its recommendation for disposition to the City Council for its consideration.
- F. During all stages of any investigation or proceeding conducted under this subsection, the Official whose activities are under investigation shall be entitled to be represented by counsel of his own choosing.
- G. The Official under investigation or his representative shall have an adequate opportunity to examine all documents and records to be used at the hearing at a reasonable time before the date of the hearing as well as during the hearing, to bring witnesses, establish all pertinent facts and circumstances and question or refute any testimony or evidence.
- H. A complaint or allegation of a violation of this article may only be made against an officer while such person holds such position or office. A complaint made against an officer pursuant to this Section shall be processed and resolved even if such person resigns from, or ceases to hold such position or office, prior to resolution of the complaint.

VIII. VIOLATIONS

- A. Except as otherwise provided by state or federal law, it is not the intent of this Code of Ethics that violations thereof be subject to criminal penalties.
- B. This Code of Ethics does not create, and is not to be construed as creating, a private right of action by any person or entity.
- C. Whenever the City Council has determined that any Official has violated any provision of this Code of Ethics, the City Council shall take any one or more of the following actions in an open meeting concerning the Complaint.
 - 1. Issue a statement finding the complaint is totally without merit, groundless, brought in bad faith and/or for the purpose of harassment or annoyance.

2. Issue a letter of notification that a violation did occur, but is determined to have been unintentionally committed. A letter of notification shall advise the Official of any steps to be taken to avoid future actions.
3. Defer the entire matter to any criminal or civil court proceedings brought by the City Attorney or special counsel appointed by the City Council.
4. Issue a letter of admonition when the violation is minor or may have been unintentional, but calls for a more substantial response than a letter of notification.
5. Issue a written reprimand when the violation was committed knowingly or intentionally.
6. Remove from office the Official, other than a City Council member, for a serious violation of this Code of Ethics. Removal shall be, to the extent and allowed by, state law.

AGENDA ITEM REPORT
Item 12 – Items pulled from Consent

Meeting Date: February 13, 2017

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Staff

Amount: N/A

Discussion / Justification:

All consent items are attached for Council consideration. Any items pulled from the Consent agenda will be reviewed under this item.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve . . .

CERTIFIED EXECUTIVE SESSION AGENDA

Date: 13 February 2017

I, Richard A. Dormier, Mayor of the City of Ovilla, Texas hereby convene into Executive Session
at _____ p.m. on the 13 day of February 2017.

The following Council Members and staff attended:

<u>Council Members</u>	<u>Staff Members</u>	<u>City Attorney</u>
<input type="checkbox"/> Mayor, Richard Dormier	<input type="checkbox"/> Dennis Burn, City Manager	<input type="checkbox"/> City Attorney, Ron MacFarlane
<input type="checkbox"/> Place 3, David Griffin	<input type="checkbox"/> Pam Woodall, City Secretary	<input type="checkbox"/> Other Legal Counsel
<input type="checkbox"/> Place 1, Rachel Huber		
<input type="checkbox"/> Place 2, Larry Stevenson		
<input type="checkbox"/> Place 4, Doug Hunt		
<input type="checkbox"/> Place 5, Mike Myers		

The following is an agenda of an Executive Session of the City of Ovilla, Texas, held pursuant to the Texas Open Meetings Act, Government Code Section:

<input type="checkbox"/> 551.071 - Consultation w/Attorney	<input checked="" type="checkbox"/> 551.072 - Real Property
<input type="checkbox"/> 551.073 - Deliberations about Gift	<input type="checkbox"/> 551.074 - Personnel Matters
<input type="checkbox"/> 551.076 - Security Personnel or Devices	<input type="checkbox"/> 551.086 - Test item (SB 595)
<input type="checkbox"/> 551.087 - Economic Development Negotiations (SB1851)	
<input type="checkbox"/> 418.183 - Homeland Security	

Said Executive Session has been conducted in order to deliberate on the following matters:

ITEM 12. *DISCUSSION/ACTION* – Closed session called pursuant to § 551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property.

I, Richard A. Dormier, Mayor, hereby adjourn the Executive Session at _____ p.m. on the 13 day of February 2017. No Action was taken in Executive Session. Any action, as a result of this Executive Session, will be taken and recorded in open session.

I certify that this agenda is a true and accurate record of the proceedings.

Richard A. Dormier, Mayor